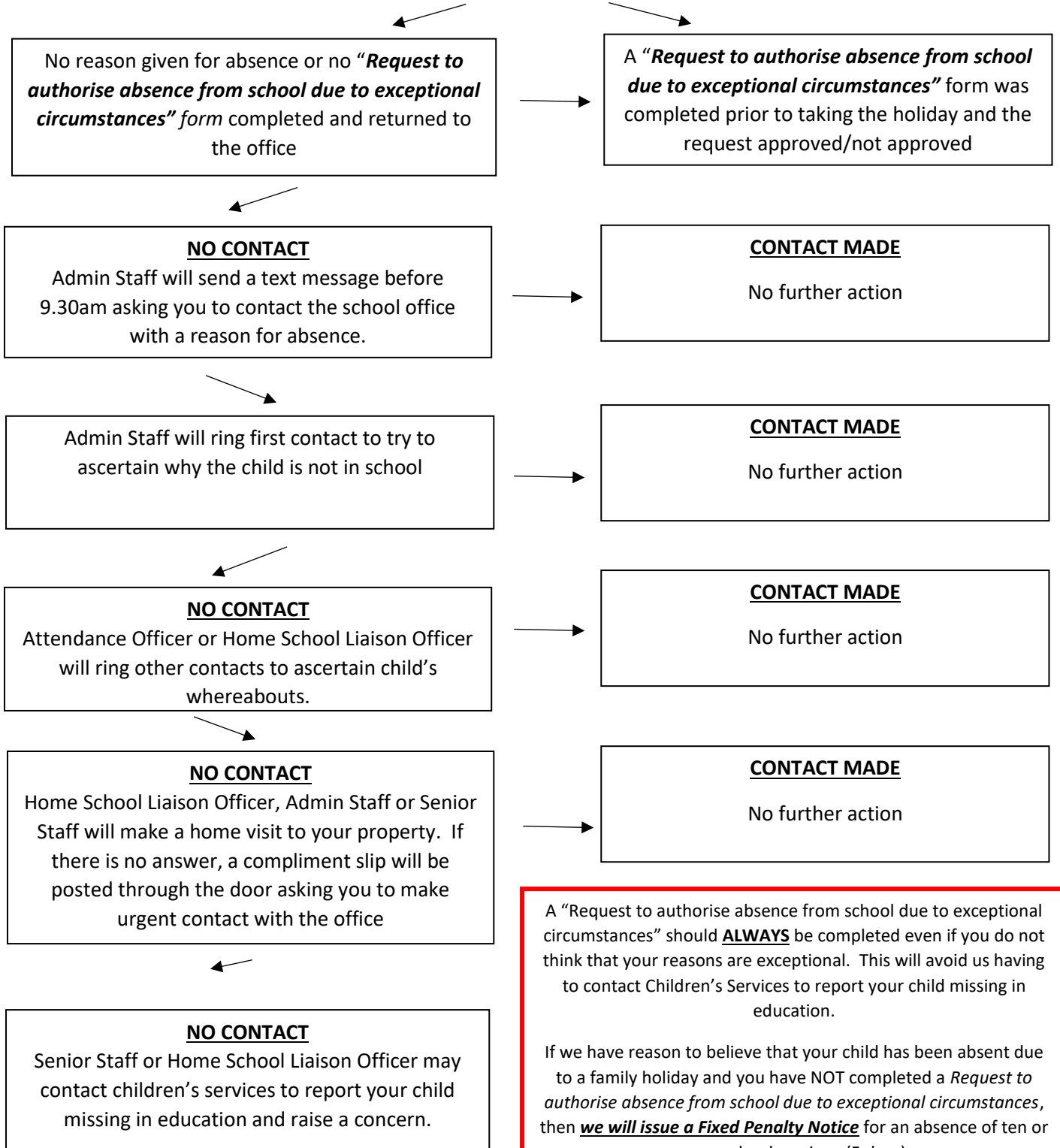




HOLIDAYS TAKEN IN TERM TIME

CHILD IS ABSENT FROM SCHOOL



A ***“Request to authorise absence from school due to exceptional circumstances”*** should **ALWAYS** be completed even if you do not think that your reasons are exceptional. This will avoid us having to contact Children’s Services to report your child missing in education.

If we have reason to believe that your child has been absent due to a family holiday and you have NOT completed a *Request to authorise absence from school due to exceptional circumstances*, then **we will issue a Fixed Penalty Notice** for an absence of ten or more school sessions (5 days).

If you have reported your child as absent due to illness and we have reason to believe that you have taken a family holiday, then we will write to you asking you to supply evidence of your child’s illness within 5 school days. If we do not receive this evidence, we will assume that you have taken a holiday in term time and issue a Fixed Penalty Notice without delay.