



HOLIDAY REQUEST FORM

Barton Primary School will consider all requests for absence during term time on a case by case basis. The hidden cost of lost education is very precious to us. The school can use fixed penalty fines to discourage absence in term time (£60 per parent, per child*), but we would prefer to work with parents and come to an understanding that attendance is vital to academic success.

If you must take your child on holiday during term time, please complete and return this form to the school prior to the holiday.

Child's Name..... Class.....

Reason for removing your child from school during term time:.....

.....
.....

Inclusive dates of holiday:.....

Number of school days that will be missed:.....

Signature of Parent/Guardian:..... Date:.....

Authorisation to be completed by the school:

Percentage attendance so far this academic year:.....

I authorise days absence.

I do not authorise this absence due to

.....

Request for fixed penalty fine made: Yes/No

Signed:.....

Position:.....

Date:.....

If you wish to discuss this decision, please telephone the school to make an appointment with the Headteacher.

Copy to parent/guardian

Copy to file

* In the case of an unauthorised absence a penalty notice will be issued to each parent/carer for each child who is absent and is a charge of £60 per parent/per child if paid within 21 days, increasing to £120 if not paid after 21 days but before 28 days. Any non-payment of the notice will result in further action by the Local Authority through the Magistrates Court.