

# LONDON BOROUGH OF TOWER HAMLETS

## OLD PALACE PRIMARY SCHOOL GOVERNORS' POLICY ON HOLIDAYS AND LEAVE IN TERM TIME

### Holidays

Parents are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. Considerations regarding cost and climate will not be taken into account when reviewing applications for leave. The Tower Hamlets' policy is that holidays in term time should not be agreed.

### Other Reasons

Requests for leave in term time for other reasons should only be agreed in exceptional circumstances and for the shortest possible period.

The governing body has authorised the Headteacher to act on its behalf. The governors also expect applications for leave in term time other than for holidays to be refused. In exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 consecutive school days will normally be agreed during an academic year.

### Applications

Parents must complete a form available from the school at least 10 days in advance when possible. They should provide supporting evidence of the exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected.

Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

### Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks absence, the pupil's name will be removed from the register. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

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**I have read and understood the governors' policy above.**

**Name of pupil** \_\_\_\_\_ **Date of birth** \_\_\_\_\_

**Signature of parent or guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

# APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS

**Part I** - to be completed by the parent/carer

Pupil's name:	Year/Class:
Address:	Date of birth:
	Telephone:
	Mobile:
Email:	
Last day of attendance in school:	
Date of return to school:	
Please give details of the purpose and exceptional reason(s) for this application for leave in term time and why the leave cannot be taken in school holiday time. Attach any supporting evidence:	
Please provide the address of where you and your child/children will be staying:	
Email for contact:	

**Part 2** - to be completed by the school

Tick	Supporting evidence for purpose and exceptional reasons for the leave in term time provided, including Tickets / Itinerary if applicable (please attach a copy to the form)
	Meeting held with Attendance Welfare Advisor to discuss the request. (please add date)
	<p>This application has not been approved because there is insufficient evidence that the leave must be taken in term time.</p> <p>Please change your arrangements. If your child's school place is lost, you will have to re-apply for a place and your child may not be able to return to this school.</p>
<b>OR</b>	
	<p>This application been agreed for ____ school days.</p> <p>Your child must return to the school on:</p> <p>_____</p> <p>No reminders will be sent. It is the parent's responsibility to notify the school of any future changes in circumstances.</p>

Parent/carer signature:		Date handed to school:	
Admin Officer signature		Date application received:	
AWA signature		Date application received:	
Headteacher's signature:		Date:	