



REQUEST FOR A FAMILY HOLIDAY IN TERM TIME



- Please read all the information carefully before deciding if you need to request a holiday application form.
- Absences will only be authorised if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.
- You have a **legal responsibility** to send your child to school every day and full attendance at school is a **legal requirement**. The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.
- The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.
- If the decision is made that the holiday is unauthorised then a referral can be made to West Sussex County Council who may decide to impose a fine. The decision to impose a fine is made by them and not the school.



IMBERHORNE SCHOOL REQUEST FOR HOLIDAY FORM



I have read the above information and considered it carefully. I would still like to apply for a family holiday in term time **(Please make all requests to our Attendance Officer via email shannam@imberhorne.co.uk)**

Student's name Form

Student's name Form

Student's name Form

Dates from.....to.....

Number of days.....

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Exceptional reasons for seeking authorised absence during school time:
(Please continue on a separate sheet if preferred or attach a separate letter)

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Signed..... (Parent/Carer) Date

Date: