



**Herrick Primary School**  
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*Headteacher – Mr U Patel*

*Chair of Governors – Mrs G Smart*

### Authorisation of Term Time Holiday

From 1<sup>st</sup> September 2013, the reference to Headteachers being able (at their discretion) to agree up to ten days of leave of absence **was removed**.

Instead, the legal reference was amended and means that schools **should not authorise** leave of absence unless:

- The Headteacher and Chair of Governors considers that there are exceptional circumstances relating to the application **AND**
- An application has been made in advance by the parent/carer

If your child has unauthorised leave of absence you may be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or your case may be referred by the LA directly to Court.

We would remind parents that unauthorised leave covers ALL absences not agreed.

***Please be aware that the local authority can also issue the penalty if the school obtains evidence that an unauthorised holiday has been taken.***

As a result of this change in law the Governors of Herrick Primary School have amended their school policy - **NO** holiday will be authorised unless the Headteacher and Chair of Governors consider the request to be an exceptional circumstance.

If you wish the Headteacher and Chair of Governors to consider your request the following actions should be taken –

- Request form to be collected from the school office.
- Forms **MUST** be completed and returned at least **10 days** before the first day requested.
- If the form is not returned 10 days prior then the leave will automatically be unauthorised.

The Headteacher and Chair of Governors will look at each request individually. Previous holidays, attendance and the child's class work will all be taken into account when making the final decision.

**Please note:**

**No** leave will be granted for any child in Year 2 or Year 6

**No** leave will be granted for any child who has any 'unauthorised' absences

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Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Reason for request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Absence dates: (from) \_\_\_\_\_ to \_\_\_\_\_

Date my child will return to school: \_\_\_\_\_ Total of school days requested: \_\_\_\_\_

**Office Use Only**

<b>Previous absences:</b> YES /NO  Dates & reasons:	
<b>SEN / Year 2 / Year 6:</b>	
<b>% attendance</b>	Last academic year  Present
<b>Leave</b>  Authorised _____  <b>NOT</b> authorised _____	

**Your child will get 100% from us.**

The More your child is at school, the more likely they are to achieve at school and in later life.

**Pupil Attendance Expectations**

99-100%	EXCELLENT ATTENDANCE
97-99%	VERY GOOD ATTENDANCE
95%	GOOD ATTENDANCE
<b>95%</b>	<b>EXPECTED ATTENDANCE</b>
90-94%	BELOW EXPECTATIONS
86-89%	WELL BELOW EXPECTATIONS
0-85%	SIGNIFICANTLY BELOW EXPECTATIONS

**Parents ARE legally responsible for their child's attendance at school**

If you are having problems with getting your child into school we are here to help. Good communication is vital.

**Your child needs 100% from You.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Headteacher