



### **REQUEST FOR LEAVE DURING TERM TIME**

Please note that holidays during term time are extremely unlikely to be authorised unless your circumstances are **exceptional** as defined by Government criteria.

If your child's attendance is below 90% or has been in the previous academic year, or you take your child out of school for a holiday without prior authorisation, then we are obliged to inform you that, in line with Worcestershire County Council Policy, you may be subject to a penalty notice of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings. If a holiday is in line with the Government criteria and therefore authorised, please note than no more than 10 days should be taken in one academic year.

Please complete the information below and return, **giving a minimum of six weeks' notice**, to Miss T Houghton (Attendance Office). You will receive written confirmation of the decision. The school needs to know if you are planning to take a holiday in term time, regardless of whether it will be authorised or not. **Each case will be considered individually.**

I/We request consideration of leave of absence during school term time for:

Child's Name..... Form.....

2<sup>nd</sup> Child if applicable..... Form.....

Address

.....  
.....  
.....

For the period (date)..... To (date).....

Total number of days.....

The circumstances for this request are:

.....  
.....  
.....

Signature of 1<sup>st</sup> parent/carer.....Print Name.....

Signature of 2<sup>nd</sup> parent/carer.....Print name.....

**For office use only**

Current attendance..... Last year's attendance.....

Authorised/Unauthorised.....

Date letter sent to parents.....

**The Bewdley School & Sixth Form Centre  
Stourport Road, Bewdley, DY12 1BL**