

# Knutton St Mary's CE (VC) Primary School

## Family Holiday Request

Please note that there is no automatic right for pupils to be granted authorised absences for family holidays. Knutton st mary's CE (VC) Primary School considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.

Name of Pupil	Date of Birth.....
	Class/Tutor Group.....
Address..... ..... .....	
Holiday requested from date:..... to date.....	
Reason for term time holiday request... .. ..... .....	
Name of Parent /Carer	
Signature	Date

Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

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### For School Use:

UPN.....

Attendance %.....

Previous Holiday Leave this Academic Year    Yes/No\*  
No. of days.....

Arrange to meet with parent/carers    Yes/No\*

\*Delete as appropriate

## Knutton St Mary's CE (VC) Primary School Holiday Authorisation Calculation Chart

Name of Pupil..... UPN.....

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly.

(\* Where the holiday already taken in the current academic year exceeds the DfES guideline "i.e. maximum of 10 days in any academic year", any further requests should **NOT** be authorised.)

	Points Possible	Points
When is the holiday planned for?	September = 2pts May = 2pts Other dates = 1pt	
Pupil's attendance level is?  (Up until Autumn half term use the % figure from the previous year.)	Less than 70% = 5pts 70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts More than 93% = 1pt	
How close is the pupil to a SATs assessment or other examination?	Non-SATs/Exam Year = 1pt More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts	
How much holiday leave has already been authorised in current academic year?*	8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pt	
<b>Subtotal</b>		
Any special mitigating circumstances/aspects of the holiday which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) as below:	Subtract 2 points from subtotal.	
Details of mitigation		
<b>Total</b>		

Leave for family holiday where the total is 8 or more **should NOT be authorised**

The only exception to the above may be where there are, in the opinion of the head teacher 'exceptional circumstances.' (incl. religious and cultural considerations; add comment in mitigation box). If the Local Authority has begun legal proceedings holiday should **NOT** be authorised.

**DELETE WHERE APPROPRIATE:-      REQUEST APPROVED / REQUEST DENIED**

Completed by..... Date.....

