



ENGLISH MARTYRS CATHOLIC SCHOOL
Diocese of Westminster

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. 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** 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 days will normally be agreed.

Applications

Parents must complete a form available from the school at least 10 days in advance. 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

If you take your child/children on holiday during term time you risk losing your child/children's place at English Martyrs School. 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.

I have read and understood the governors' policy above and accept that as a result of this unauthorised absence a Penalty Charge Notice may be issued.

Name of pupil Date of birth

Signature of parent of guardian

Date



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APPLICATION FOR LEAVE FOR EXCEPTIONAL REASONS

Part 1 – to be completed by the parent/carer

Pupil's name: _____ Class: _____

Date of birth: _____ Telephone: _____

Address: _____

Home telephone: _____ Mobile: _____

Last day of attending school: _____ Return date: _____

Please give details of exceptional reasons for this application and attach any supporting evidence:

Part 2 – to be completed by the school

- (i) This application has not been approved because there is insufficient evidence that the leave must be taken in term time.

Please change your arrangements. If you do not return to school by your stated date, you risk losing your child's place. 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.

Headteachers' signature: **Date**

OR

- (i) This application has been agreed for _____ school days. Your child must return to the school on: _____.

No reminders will be sent. It is the parent's responsibility to notify the school of any future changes in circumstances.

Headteachers' signature: **Date**