



## BIRCHES FIRST SCHOOL - HOLIDAY REQUEST FORM

Full name of child(ren)

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Address

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Reason for application and dates

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Signature of parent(s)/carer(s)

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From Date:

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To Date:

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Office use only

Request seen by Head Teacher/Head of Year Y/N

Agreement reached Y/N

Current Att %

Other outcome

Date / /

The head teacher will consider the following points before authorising leave

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year (exams).
5. The nature of the trip (an exceptional experience).
6. Holiday already taken/granted within current academic year.
7. Whether the parents are restricted in terms of leave from their employer.

Please help us and your child by ensuring their attendance remains above 96% allowing them to achieve their potential.

## ..... School Holiday Authorisation Calculation Chart

Name of Pupil.....

Year.....

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 DCSF guideline "i.e. maximum of 10 days in any academic year", any further requests should **NOT** be authorised.)

	Points Possible	Points
Number of days holiday requested	1-3 = 2 points 4-7 = 3 points 8-10 = 4 points Over 10 days = 5 points	
Pupil's attendance level is?  (Up until Autumn half term use the % figure from the previous year.)	Less than 85% = 5 points 85% to 93% = 3 points More than 93% = 1 point	
How close is the pupil to assessment or other important key weeks? Whole School ( Early September) Yr1 Phonics Week (June) Yr2 SATS (May)	2-8 weeks = 2 points Less than 2 weeks = 3 points Key Weeks = 4 points	
How much holiday leave has already been taken in current academic year?*	Over 10 days = 5 points 8-10 days = 4 points 4-7 days = 3 points 1-3 days = 2 points	
<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>		
<p>Leave for family holiday where the total is 8 or more <b><u>should NOT be authorised</u></b></p> <p>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 <b>NOT</b> be authorised.</p> <p><b>DELETE WHERE APPROPRIATE:-      REQUEST APPROVED / REQUEST DENIED</b></p>		
<p>Completed by..... Date.....</p>		

Please return copy to parent with request form.