

Appendix 4: Notification of Leave of Absence for Holiday



States of Guernsey
Education Inclusion
Services

Notification by Parent/Carer of Leave of Absence for Holiday During Term Time

The position on term time holidays is set out below. If a parent or carer intends to take their child out of school during term time to go on a holiday, for safeguarding reasons they should complete the form at the bottom of the page.

Position on Term Time Holiday

Education Inclusion Services and schools seek to provide high standards and high expectations for all to enable learners to realise their full potential. The expectation is that all students will achieve an attendance of at least 95%.

Although Guernsey law does not preclude term time holidays, they are not a right. Absence for holiday negatively impacts a child's attendance at school and, as such, Education Inclusion Services does not approve of them. (For example, a child who misses 10 days of school for a holiday can only achieve a maximum attendance figure of 95% for that school year. Additional leave for illness at any time during the year would drop the child below the expected level.)

Therefore, holidays in term time will **not** be authorised.

For safeguarding reasons, it is important that schools are aware of a child's whereabouts during term-time. Therefore, if parents/carers do intend to arrange for their child to have holiday in term time, they should inform the Headteacher of their intention and the dates of the holiday by completing the form below and returning it the school no less than two weeks before the date the period of absence is intended to start.

I am notifying you that (name of child): _____

Will be taking leave of absence from ST MARTIN'S PRIMARY SCHOOL

from (date): _____ to (date): _____

in order to take part in a holiday.

I understand that this absence will not be authorised by the school and will impact my child's attendance figure for the year.

Signature of parent/carers: _____ Date: _____