

# Absence due to Family Holiday during term time 2025-26

To be completed by parent/carer



## Application Process

The Attendance Panel (made up of Governors, Attendance Officer and Headteacher) will meet to consider this application. Applications received outside of the timeline below will not be authorised unless there are exceptional circumstances. Below is a table detailing the dates of the meetings, the deadlines for applications, and the periods the applications will cover:

Holidays requested for the period	Application Deadline	Meeting Date (week beginning)
Sep 2, 2025 – Oct 24, 2025	Jul 10, 2025	Jul 14, 2025
Nov 3, 2025 - Dec 19, 2025	Oct 6, 2025	Oct 13, 2025
Jan 5, 2026 - Feb 20, 2026	Dec 1, 2025	Dec 8, 2025
Feb 23, 2026 - Mar 27, 2026	Feb 2, 2026	Feb 9, 2026
Apr 13, 2026 - May 29, 2026	Mar 9, 2026	Mar 16, 2026
Jun 1, 2026 - Jul 17, 2026	Jun 1, 2026	Jun 8, 2026

Following the panel meeting, you will receive a decision letter relating to your request.

The criteria for authorising up to 5 days of absence for family holidays during the school year are as follows:

- The holiday is not in the first six weeks of the Autumn term
- 96% attendance or above in the previous 12 months
- No previous unauthorised absence in the previous 12 months
- The child is making good progress across the curriculum
- Parents/Carers demonstrate how they will support their child to catch up on missed learning
- The child will not fall below the school target of 96% attendance over a 12-month period up to the end of the holiday

Applications evidencing circumstances that the panel considers exceptional will also be authorised.

## To be completed by Parent/Carer (one form should be completed per child)

Name of pupil	Date of birth	School Year
Place of Visit		
Dates of visit	From:	To:
Number of sessions to be missed (2 sessions per school day)		
Further Information (please attach relevant evidence and ensure response to all criteria)		
I understand that absence for this holiday will not be authorised unless the above criteria is met. I understand that if the total amount of unauthorised absence in a school year is greater than 5 days, then action will be considered by the school and the Local Authority to issue a Penalty Notice (Please see information on back of this form). I agree that all persons with parental responsibility are aware of this application.		
Signed (Parent/guardian)		Date:

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Date application received by school		Child's 12 month rolling absence on date application received		Child's 12 month rolling absence on return from holiday	
<b>Application criteria as considered by the panel:</b>					
The holiday is not in the first six weeks of the Autumn term			Parents/Carers provides information on how they will support their child to catch up on missed learning		
96% attendance or above in the previous 12 months			The child will not fall below the school target of 96% attendance over a 12-month period up to the end of the holiday		
No previous unauthorised absence in the previous 12 months			Applications evidence circumstances which are considered exceptional by the panel		
The child is making good progress across the curriculum			Signed: (Headteacher)		
Outcomes	A1 letter (>93% attendance)	A2 letter (<93% attendance)	Authorised		

## Penalty Notices



This letter alerts you to the use of penalty notices for unauthorised absences from school.

PCC believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. Reducing absence from school is a key priority, both nationally and locally, because missing school damages a pupil's attainment levels, disrupts school routines and can leave a pupil vulnerable to anti-social behaviour and youth crime.

A penalty notice is an available option with the aim of seeking to secure an improvement in the pupil's attendance. A penalty notice can be requested by a Head teacher, their authorised deputy or assistant head teacher, the police and neighbouring local authorities.

If a notice has been requested and the relevant checklist has been completed by PCC, should PCC accept the request the parent will receive a formal written warning notifying them that they may receive a penalty notice and providing a period of 15 school days to allow the parent to respond. During the 15 days, parents would have the right to provide any evidence they may wish to present to the school, including medical evidence, to argue that the penalty notice should not be issued. If a reason for absence is provided by the parent, it will be for the Head teacher/authorised person in the school to determine whether the evidence is accepted, and the register amended.

If evidence is not provided or the Head teacher/authorised person does not accept the evidence, then the Head teacher should notify PCC and a penalty notice can be issued by PCC by first class post.

- If payment of £60 is made within 28 days of receipt of the notice, there will be no further action.
- If the payment of £60 is not made within 28 days of receipt of the notice, the penalty rises to £120 if paid after 28 days but within 42 days of receipt of the notice.
- If payment of £120 is made within 42 days of receipt of the notice, there will be no further action.
- If payment is not made pursuant to the notice, then the notice will either be withdrawn or the offence will be prosecuted under Education Act 1996 section 444.

Please remember that if there are reasons why your child is missing school then you can seek support and guidance from staff at your child's school. Please do ask before the non-attendance becomes an issue.