



Policy Title	HOLIDAY REQUEST POLICY
Committee responsible	Ethos & Curriculum
Last reviewed	January 2020
Next review due	January 2023
Who is governed by this policy	All parents with pupils at the school
Available on website	YES

Signed
 (Chair of Governors)

Signed
 (Headteacher)

Date

HOLIDAY REQUEST POLICY

Changes to national government policy stipulate that head teachers are no longer permitted to approve any holidays during term time, unless there are exceptional circumstances (for example, a holiday with a close relative who has a terminal illness). To ensure that all applications are dealt with promptly and impartially Warnham School Governing Body decided that a panel of governors would consider any requests for holidays.

This policy is designed to explain the procedure. Parents / carers should submit a written application for holidays to the school as soon as possible, stating the child's name, period of absence requested and clearly setting out the reason why it is exceptional. The application will be passed to a panel of governors who will examine each application in detail and their decision will be relayed, in writing, to the parents / carers within 5 school days of receipt of the application.

If a parent / carer wishes to appeal the decision of the governors' panel, they should submit any additional relevant information within 5 days to the Appeals Panel of governors not involved in the original decision. The Appeals Panel will review each case individually and their decision will be relayed within 5 school days.

The decision of the Appeals Panel is final. If holidays are taken without approval, they will be recorded as unauthorised absences and parents / carers could be liable to a fine.