

Everybody Prepared and Inspired to be the Best we can be.
 Excellent Relationships.
 Excellent Classrooms.
 Hearts in Billingham and Eyes on the World.



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HOLIDAY INFORMATION FORM

Dear Parent/Carer,

The law states that Head Teachers cannot authorise term time holidays unless there are exceptional circumstances. If the holiday is unauthorised you may receive a fixed penalty notice fine. This is £60 per parent, per child and rises to £120 per parent per child if not paid after 21 days. This amount must be paid within 28 days.

Any holiday absence taken without notifying the school will result in a penalty notice fine.

Therefore this form's main intent is so that you can inform us where your child will be on any break from school. This helps us to meet our "duty of care" to your child.

Each holiday request is treated on a case by case basis. It's wise to ensure this form is sent back at least 10 working days before you depart.

Child/ Children's name:	Date of 1 st Absence:	Date of return to school:	Number of days requested:
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If you believe there may be EXCEPTIONAL CIRCUMSTANCES for your holiday please describe those circumstances in full below and provide evidence where possible.

Yours faithfully,

Mr Squire

