

HOLIDAY PROTOCOL

NO! we do not authorise holidays except in exceptional circumstances.

All holiday request forms must be requested 2 weeks in advance of holiday. School to issue Holiday Policy to all parents making request.

If no request is received period of absence to be automatically unauthorised.

School meeting may be arranged with school/SAIO. to be completed. If parents fail to attend holidays are automatically unauthorised.

Holidays authorised/unauthorised according to Holiday Policy.

Unauthorised holidays to be coded "G". Further unauthorised absences will result in ref to Local Authority for possible legal action.

LA action can result in issue of 15 day notification or Interview Under Caution. Court action if further decline in attendance.