



Ballaugh Primary School

Headteacher
Dr G Cushnie

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Ballaugh,
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Holiday Request

Name of Pupil _____ Class _____ Date of Birth ____/____/____

BLOCK CAPITALS

Address _____

Name of Parent/Guardian _____

I request permission for my child to be granted leave of absence for _____ school

days starting on _____ (first date not in school). It is proposed that

he/she/they will return to school on _____ (date back at school).

I confirm that I have read and understood the Isle of Man Department of Education and Children policy regarding holidays during term time, which is detailed overleaf.

Signed _____ (parent/guardian)

Date _____

Ballaugh Primary School

Holiday Request

Ballaugh School acknowledges that _____ will be absent

for _____ school days to go on holiday.

Any further holidays beyond 10 school days taken in the same school year will be marked in the register as unauthorised absence. This is the policy of the Department of Education and Children, which all schools have to follow.

Yours sincerely,
G Cushnie
Headteacher

Date _____

Holidays During Term Time

Statutory provision regarding holidays taken by pupils during term time is contained in the Education (Registration of Pupils) Regulations 2004, which state that –

“On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday. Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year.”

The legal position here is quite clear. Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of a child’s headteacher.

Each request should be considered on its individual merits, and it is for headteachers themselves to determine whether the circumstances of a particular application are “exceptional” if more than 10 days’ absence is involved. Authorised leave of absence for in excess of 10 school days annually should not, however, be granted lightly.

There will be occasions when time off school is not in a child’s best interests educationally (for example, at the start of an academic year, special events or where already has a poor attendance record)

The Department of Education and Children’s position is as follows:

- that, on educational grounds, neither the Department nor the school either supports or encourages additional time being taken off school for holiday purposes;
- that securing leave of absence for this purpose should not be regarded as a formality;
- that leave of absence will not normally be granted for more than 10 school days in any academic year;
- that any time taken off school for which leave of absence has not been granted will be recorded as unauthorised absence and is likely to result in legal action being taken against parents by the Department; and
- that leave of absence should be applied for in advance, not retrospectively.

If a child takes time off school without leave of absence or is absent for more than the number of days for which leave of absence has been granted, or if leave of absence is only applied for after a child returns from holiday, the school should refer the matter to its Education Liaison Officer, who will arrange for an appropriate letter to be sent to the child’s parent(s) by the Manager of the Department’s Legal & Administrative Support Section.

This letter will inform the parent(s) that any repetition of their actions will automatically result in legal proceedings being initiated by the Department.

Any time taken off school beyond the number of days for which leave of absence has been granted must be recorded in the attendance register as unauthorised absence.