



Centre for Professional Practice

## Practice Briefing Note

<b>Title:</b>	<b>Permission Process For Looked After Children Going On Holiday</b>
<b>Effective From:</b>	09/04/2020
<b>Practice Note:</b>	<p>Please use the attached letters and enhanced templates for submitting holiday permission for Looked After Children.</p> <p><b>Please do not use any previous versions.</b></p> <p>Please note that with immediate effect the following applies to CLA holiday requests:</p> <ul style="list-style-type: none"><li>• Holiday requests within school holidays – signed off by Head of Service (Andrews Osei)</li><li>• Holiday requests where some / all dates fall within a school term – signed off by Interim Director (Cath Knowles)</li><li>• Holiday requests for s20 LAC – parents should be consulted for approval in the first instance</li></ul> <p>Please ensure that the correct form and letter are completed and sent to the <a href="mailto:CLA.holidayrequests@dudley.gov.uk">CLA.holidayrequests@dudley.gov.uk</a> inbox for processing.</p> <ul style="list-style-type: none"><li>- Please ensure you submit <b>both</b> the Holiday Request and Holiday Letter. The holiday will not be granted if one or the other is missing.</li><li>- <b>The holiday request must have signatures from both a Team Manager and Social Worker.</b> We recommend that you use electronic signatures rather than scanning in signed documents, as the forms may need to be edited.</li><li>- <b>Please make sure the child's name is in the email subject to help with processing.</b></li><li>- <b>Please include information about the child's sleeping arrangements.</b> Permission will not be granted unless this is included.</li><li>- <b>Please remember requests are required at least two weeks prior to the holiday request and holidays should not be booked before approval has been granted.</b></li></ul>

	<p>- Any forms which are not completed correctly and do not include confirmation that the Foreign and Commonwealth Office (FCO) travel guidance has been reviewed and is attached to the request will be returned.</p> <ul style="list-style-type: none"> <li>• <a href="#">CLA Holiday Request Form - for Holiday During School Time</a></li> <li>• <a href="#">CLA Holiday Request Letter - for Holiday During School Time</a></li> <li>• <a href="#">CLA Holiday Request Form - for Holiday Outside School Time</a></li> <li>• <a href="#">CLA Holiday Request Letter - for Holiday Outside School Time</a></li> </ul>
<b>Authorised by:</b>	Cath Knowles, Interim Director for Children Services's
<b>Date:</b>	09/04/2020
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