



Requesting leave of absence / Holidays in term time

Clarification of local authority and school attendance policy

Dear Parents

I would like to clarify the school's position regarding holiday or leave of absence in term time.

Authorising absence is a policy decision. I have to work within the policy adopted by the Local authority and school. All school absence is a serious matter monitored by the LA, Education Welfare department and Ofsted and all school procedures are checked regularly.

Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity.

Holidays should be taken in holiday time of which we have plenty of weeks available. These include 2 weeks Autumn half term, 2 weeks Christmas, 1 week Spring half term, 2 weeks Easter, 1 week Summer half term and 5 weeks in the summer.

Taking holidays in term time mean children quickly fall behind with their work and may require extra support to catch up.

Parents taking holidays **without discussing it first or informing the school** in advance **will** result in fixed penalty fines being issued. This is £60 per child and parent rising to £120 per child and parent if not paid in 28 days. If we are not informed where a child is in school time the child is classed as missing.

Parents may request leave of absence for exceptional circumstances. A form needs to be filled out and submitted to the Headteacher with as much notice as possible. A response will be given.

Permission for a request of leave of absence will only be considered where the child:

- a) Has attendance of 96% or above at that time.
- b) Is not likely to fall behind with their work.
- c) Has not requested any other leave of absence that year.
- d) There is an acceptable exceptional reason for this request.
- e) Does not have any statutory tests at that time.

In addition to holiday absence we have a very small number of children who persistently have time off. If a child's attendance falls below 80% the education welfare team will be notified and a CAF (common assessment form) may be opened. Parents may also be subject to a penalty fine.

I hope this explains how the school will deal with requests for leave and any holidays taken in term time.

Our attendance policy can be found on our website.

Yours sincerely,

A handwritten signature in black ink that reads "C Norman".

C Norman,
Headteacher.