



## Requesting leave of absence / Holidays in term time

### Clarification of Local Authority and school attendance policy

1<sup>st</sup> September 2018

Dear Parents

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

Authorising absence is a policy decision. I have to adhere to the decisions made by the DFE and Local Authority and they have been adopted in our policy. All school absence is a serious matter monitored by the Local Authority, Education Welfare Service and Ofsted and all school procedures are checked regularly.

Holidays are NOT permitted in term time unless there are exceptional circumstances. 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.

**From 31<sup>st</sup> August 2017 the Governors have decided that all unauthorised leave of absence may result in penalty notices being requested from the Local Authority.** This is £60 per child and per parent rising to £120 per child and per parent if not paid within 21 days. If not paid within 28 days the matter will be referred to the Magistrate's Court. Only the Headteacher can authorise absence.

If we are not informed where a child is in school time the child is classed as missing. This is a safeguarding concern and will be reported as such.

Parents may request leave of absence for exceptional circumstances. The request must be in writing to the Headteacher and submitted with as much notice as possible. A written response will be given.

Permission for an absence request will only be considered where there is an acceptable exceptional reason for this request.

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 90% a referral will be made to the Education Welfare Service and legal action will be considered.

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

Our attendance policy can be found on our website.

Yours sincerely,

Mrs R Gittins  
Headteacher