

HOLIDAYS IN TERM TIME

STOP – PAUSE – THINK *about the effect holidays in term time has on your child*

- Holidays in term time are extremely disruptive for both pupils and teaching staff and are actively discouraged by the school and the LA.
- Holidays in term time are not a right and will not normally be granted.
- It remains a discretionary power of the headteacher to authorise leave of absence.
- Clear advice and guidance for requesting leave of absence is included within the school's attendance policy and prospectus.
- Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within school.
- Leave of absence will not be granted retrospectively.
- Leave of absence can only be authorised by the school that the child is attending when the holiday is to take place.

Leave of absence will not be authorised in the following circumstances:

- **for the first term of Year 7 (i.e. the transition period)**
- **for Year 11 pupils**
- **during examination periods**

- Each request for holiday absence will be considered individually and factors to be taken into consideration will include:
 1. The child's previous attendance history. Children with less than 87% attendance are deemed as of concern by the EWS.
 2. The child's stage of education.
 3. The nature of the trip (an exceptional experience).

Procedure

- Parents complete the request for leave of absence and return it to the school for authorisation.
- Parents are informed of the school's decision (ideally within 5 working days).
- If the holiday is not to be authorised the **EWO will receive a copy of this communication as well as you the parents.** In such cases a HITT warning notice will be served.
- If a warning has been served and the holiday is taken and the conditions are in line with the Code of Conduct a Truancy Penalty Notice will be served.
- If the TPN is not paid the LA will prosecute for the absence under the Code of Conduct Regulations.

Please note that unless the school consider there to be exceptional and valid reasons then no more than 5 school days will be authorised.