



HOLIDAYS IN TERM TIME

Information for Parents

Leave in Term Time

Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no** automatic entitlement in law to time off in school time to go on holiday and, following changes to the underpinning regulations, made in September 2013, schools are now only allowed to authorise term time leave in exceptional circumstances. It is not possible to issue general guidance to define "exceptional" but a dictionary definition of "forming an exception or rare instance; unusual; extraordinary" may assist in understanding when approval for leave may be granted.

All applications for leave must be made, in advance, by the parent of residence using the 'Request for leave of absence' form from the school office. Requests will only be authorised if the circumstances surrounding the request are considered to be exceptional. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. It is important that you understand the circumstances when leave in term time will definitely **not** be agreed by us:

- When a pupil is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods;
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already a cause for concern, or will become so as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Religious Absence

The school will authorise one day 'leave' per religious festival, e.g. Eid, but no more than 3 days in any one academic year. Parents must request this leave in advance, using the same form as above.