



CHALONER PRIMARY SCHOOL

Holiday Policy

Holidays in term time

Holidays in term time can damage a child's education and future life prospects, particularly for those pupils with existing attendance problems, struggling with education or being absent at critical times in the school year. We aim to reduce school absence in term time due to holidays.

Amendments to the 2006 regulations make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted. These regulations come into effect from the 1st September 2013.

The LA and the schools acknowledge the financial and work pressures some families are subject to and in **exceptional circumstances** are prepared to authorise term time leave of absence. Most parents acknowledge the need for these absences to be managed carefully to avoid having a detrimental effect on their child's education and do co-operate with the schools, however, **a significant minority of parents take their children out of school without authority.**

The government has introduced legislation allowing the LA to issue penalty notices to parents who fail to ensure their children attend school and this is incorporated within school attendance procedures.

Parents should provide at least one month's advance notice in writing of any planned absence, the head teacher has the discretion to authorise leave of absence in **exceptional circumstances** only.

Except in **very exceptional circumstances** school and the LA may consider taking further action when unauthorised leave of absence is taken at the following critical times and circumstances:

1. At any time in September
2. For any student whose attendance was below 94.9% (including authorised and unauthorised absence within the previous 12 months)
3. At any time during formal external examination periods, e.g. Year 1 phonic tests. Year 6 SATs.

Except in **very exceptional circumstances** school and the LA may consider issuing a warning letter when unauthorised leave of absence is taken at the following critical times and circumstances:

1. For attendance of 95% and above during the previous 12 months.
2. For pupils failing to achieve their academic attainment/potential, with patterns of previous attendance concerns/punctuality, or any other concerns that impact on their learning a warning letter will be issued.

Holiday absence taken without approval will be recorded as an unauthorised holiday absence (code G) and can be referred to the Education Welfare Service.

The head teacher will decide on each case on its own merits.