

POLICY ON FAMILY HOLIDAYS IN TERM-TIME

Rationale: The main focus for our work is to raise the achievement of all pupils. Taking a family holiday in term-time reduces attendance, operates against this aim, and can lead to under-achievement.

Context: (Education Regulations, 1981, Section 12 and Education Act 1996)

1. Leave for an annual family holiday is discretionary, not an automatic Entitlement. (Education [Pupil Registration] Regulations 1995). **This means going on holiday only with your Mother or Father or both parents/carer.**
2. **Such permission is given in accordance with arrangements made by the Governing Body of the School.**
3. Heads are free to grant up to 5 days leave if the student has an attendance of 95% or above.
4. **The discretion on the part of the school to grant leave relates to “going away” on holiday, not merely going on day trips or having a holiday at home.**
5. Only in exceptional circumstances may the amount of leave granted exceed more than 1 week in any year.

Guidelines: The school will use the following guidelines when deciding whether to agree to a request for a family holiday during term-time:-

- (1) **Holiday leave will not be given where a pupil already has a poor punctuality/attendance record, i.e. less than 95% attendance.**
- (2) Holiday leave will not normally be given at the following times:-
 - (a) During September for any Year group
 - (b) No authorised holiday in Years 9, 10 and 11.
- (3) Holiday leave will not be granted for attendance at sporting events, pop concerts, for shopping, or any other activities which are purely recreational in their nature.

Procedure:

Requests for leave for a family holiday should be made by obtaining this form from Mr Planter and completing it at least two weeks before the holiday. The application should be made by a parent with day-to-day care of the child, even if they are not actually going on the holiday themselves.

When a request is refused, parents have the right to make representations to a Governors' Pupil Performance and Discipline Committee.

Failure to comply with this policy may lead to the school initiating the County's Penalty Notice Procedure as outlined in their Code of Conduct or mean that parents are subject to fast-track attendance prosecution.