

MOORE COUNTY PRIMARY SCHOOL POLICY FOR HOLIDAYS IN TERM TIME

AIMS

The aim of this policy is to set out the way in which Moore Primary School monitors and promotes the attendance and punctuality of its pupils. Moore Primary School is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the help of parents/carers by ensuring that holidays are not taken in school time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

THE LAW

The Education (Schools and Further Education) Regulations 1981 gives schools the discretionary power to grant leave for the purpose of an annual holiday during term time. The Education (Pupil Registration) (England) Regulations 2006 clarifies that the granting of a term time holiday (of up to ten days) is subject to the 'special circumstances' of the request. Requests for holidays in term time are only to be granted in 'exceptional' circumstances.

HOLIDAYS TAKEN IN TERM TIME

- Moore Primary School will not routinely grant permission for holidays or extended leave to be taken in term time and discourages parents/carers making an application for term time holidays/extended leave except in 'exceptional or special circumstances.'
- Moore Primary School will only consider leave of absence for one period of absence due to holidays/extended leave within an academic year.
- Moore Primary School will not grant permission for holidays to be taken in term time:
 - During transition time when pupils are settling into school.
 - During preparation time for SATs
 - During school formal assessment times (SATs)
 - When the pupil's attendance has been below 95% for the previous 38 weeks.
 - The pupil already has unauthorised absence.

SPECIAL AND EXCEPTIONAL CIRCUMSTANCES

The Headteacher may consider that the following circumstances are exceptional or special.

- To allow a pupil to return to their country of origin for family, religious, cultural reasons.
- Unavoidable circumstances eg the parent/carer has inflexible leave allocation and this has been confirmed by the employer.
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a holiday may help the child to cope better with the situation

- Any other exceptional circumstance agreed by the Headteacher

However

- Availability
- Of cheap holidays
- Availability of desired accommodation
- The prospect of better weather

would not be considered as 'special' or exceptional' circumstances.

ADDITIONAL INFORMATION

Moore Primary School will ensure that details of this policy are circulated to all parents/carers and a copy of the policy is available.

- Parents/carers will be required to complete a holiday request form available from the school office and return it to school at least six weeks before the proposed date of the holiday.
- Parents/carers will normally be notified of the outcome of their application within ten days of the date of application.

When a holiday in term time is agreed by the school, the absence will be recorded as H on the school attendance register. This will mean the absence has been recorded as an authorised absence.

If the holiday in term time is not agreed by the school, it will be recorded as G (family holiday not agreed) this will mean that the absence has been recorded as unauthorised.

Where a pupil is taken out of school for the purpose of a holiday in term time without prior permission of the school, the absence will be noted by the Local Authority Education Welfare Officer and the parent/carer may be issued with a £50 Penalty Notice per parent per child. If the notice remains unpaid after 28 days the penalty rises to £100. If the notice remains unpaid after 42 days the Local Authority will commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

This policy was agreed by the Governing Body
April 2009