

Holidays in Term Time Policy Bessacarr and Southfield Primary Schools

Overview

We follow government legislation regarding holidays in term time (see below).

Holidays in term time are not an entitlement. We believe that children should be at school unless they are ill or there are other authorised circumstances.

The Government advises, 'Parents must make sure their child gets a full-time education that meets their needs (eg if they have special educational needs).

Holidays in term time

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with).
- there are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted.' (DfE website).

Exceptional circumstances

In order for consideration to be given, requests must be made in writing on the forms obtainable from each school's reception areas. Requests for absence must be for exceptional circumstances only.

The Headteacher is unable to authorise absence purely for the purpose of a family holiday. This is not an exceptional circumstance.

Exceptional circumstances include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. A holiday that cannot be taken during term time due to the work commitments of the family – evidence is required from the employer.
4. The death or terminal illness of a person close to the family.
5. To attend a wedding or funeral of a person close to the family.

Evidence is required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils)
- 2) Year six transition day (for pupils in year six)
- 3) Year six SATs week (for pupils in year six)
- 4) At any time specified by the school (this will be communicated to parents by each school).

If your holiday is unauthorised and you still decide to take your child on holiday, you may be subject to a fine.

Even if evidence is provided, the Governors have agreed that 5 days should be authorised only.

Penalty notice

Instead of being prosecuted, you can be given a penalty notice. The penalty is £60, per pupil, per parent, rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.

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