

GREENHILL PRIMARY SCHOOL

Monday 10th September 2013

www.greenhillprimary.co.uk



Holidays In Term Time

The government has directed local authorities to raise attendance through reducing all holidays in term time. The law states that 'Parents/Carers do not have a legal right to take their child out of school for holidays/leave of absence in term time'. Schools no longer have discretion to allow 10 days holiday leave BUT can grant permission only in very exceptional or special circumstances. These include:

1. For service personnel and other employees who are prevented from taking holidays outside term time by their employer. Written proof from the parent's/carer's employer would need to be provided.
2. When a family needs to spend time together to support each other during or after a crisis.

Please note that holiday/leave requests for the following reasons are not considered to be special circumstances:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Holiday being booked by another family member

Should you wish to apply for a term time holiday please note the following procedures:

- A minimum notice of 10 days must be given to the school. Parents/Carers should request a leave of absence form from the school office and arrange an appointment with the Headteacher to discuss the reasons for the request.
- The form should be completed and returned to school with details of the reason for the request prior to the appointment.
- On receipt of the form, the Headteacher will consider the application taking account the child's age, the time of year for the trip, the nature of the visit and parent/carers wishes; the child's stage of education and progress; and their overall attendance. In addition, parents/carers should demonstrate that their holidays are fixed by their employer by providing written evidence.
- A decision will then be made at the appointment to approve or not to approve the application and a copy given to the Parent/Carer, Education Welfare Officer and a copy kept on file.

Should the Headteacher not agree to grant leave but you take your child on holiday anyway, it will be counted as an unauthorised absence - this is the same as truancy. If a term time holiday is taken without the Headteacher's permission, you could incur a fine of at least £50 per parent for each of your children and a penalty notice may be issued.

Please note that the School will record all holidays/leave in term time requests. This record will be passed from primary to secondary, or school-to-school in the case of a transfer.

As you can see from the above, most requests for leave of absence to take a family holiday WILL NOT be granted. It will only be in exceptional circumstances that a request will be approved. Please also note that requests to take children out of school overlapping with the beginning and end of term will also NOT BE GRANTED, again unless in exceptional circumstances as listed above. These are significant changes to previous practice and I understand that the new procedures might cause problems for some families, but the same criteria will apply to all.

Yours Sincerely

Mr M Pilling
Headteacher