

# HOLIDAYS IN TERM TIME POLICY

## Context

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This policy is based on the school's core values: respect, integrity, responsibility, participation, excellence and enjoyment.

Taking a child out of school during term time to go on holiday disrupts both their education (excellence) and the education of other pupils in their class (respect).

Holidays during term time should not be authorised except in exceptional circumstances. The Headteacher has the final decision on whether to authorise absence from school.

Research suggests that students who are taken out of school may never catch up on important work they have missed. This may affect test results and can be particularly harmful if the student is studying for final year examinations. Students who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger students may find it difficult to renew friendships with their classmates (enjoyment).

Status	Non Statutory
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## Purpose

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- There is no entitlement for parents to remove their child from school for the purposes of a holiday in term time
- In exceptional circumstances parents can request removing their child for a family holiday
- All such requests must be made on the school's official 'Holiday Form' - letters will not be accepted
- The "exceptional circumstances" must be clearly stated on the form. **Governors have agreed that lower costs/cheaper fares etc. will not be accepted as an "exceptional" circumstance**
- The form must be returned to the Community Welfare Staff at least fourteen days before the start date of the holiday
- Parents should not assume that returning the form guarantees that the holiday request will be approved
- The Headteacher has delegated the authority to decide whether or not to authorise the absence to the Community Welfare Staff. In making a decision they will take the following into account:
  - The reasons given for the holiday (e.g. the "exceptional" circumstances);
  - The time of the year and/or term;
  - Whether the student will miss any preparations for tests/exams;
  - Whether the student will miss tests or exams;
  - The student's previous attendance record - including any patterns of absences.
- The Community Welfare Staff will inform parents of the reason/s for a request being refused.
- In signing the form, parents are confirming that they understand the following:
  - If a student is removed for a family holiday without approval, the absence will be marked as "unauthorised" in the class register. In addition, Community Welfare Staff will report the absence to the Education Welfare Service who have the authority to issue a Warning Notice and - in repeated instances - Fixed Penalty Notice;
  - A student who is removed for a prolonged period in term time will miss a large amount of school work, while he or she is away, and will be unprepared for the work on returning to school;
  - The school cannot guarantee that the teacher will be able to spend time helping a student to catch up with the work missed during the holiday;
  - Asking for extra work to do at home may not be appropriate as the student may have missed the initial teaching.
- Parents do have the right to appeal to the Headteacher

Consultation	<ul style="list-style-type: none"> <li>Governors, Staff, Students, and Parents</li> </ul>
Relationship to other policies	
Relationship to standard operating procedures	<ul style="list-style-type: none"> <li>Guide to Responding to Requests for Term Time Holidays</li> </ul>

Role	Responsibility
Governors	<ul style="list-style-type: none"> <li>Establish this policy</li> <li>Monitor and review the effectiveness of this policy</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>Ensure structures are in place to support the effective implementation of this policy by facilitating governor visits</li> <li>Consult on this policy</li> <li>Hear any appeals</li> </ul>
Community Welfare Staff	<ul style="list-style-type: none"> <li>Administer this policy, assessing requests for Holidays in Term Time and informing parents of the outcome, using “Guide to Responding to Requests for Term Time Holidays”</li> <li>Work with EWO where absence is not authorised</li> </ul>

### Arrangements for Monitoring and Evaluation

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Monitoring of Absence figures, particularly unauthorised absence, by Community Welfare Staff

Date established by Governing body:	November 2009
Date for full implementation:	November 2009
Date of Governor approval:	November 2011
Date of review:	November 2012

## ANNEXES

### 'Guide to Responding to Requests for Term Time Holidays'

