

Local Authority Policy Holidays in Term Time.  
Primary Schools  
St Nicholas C of E Primary School

### Aims

The aim of this policy is to minimise the amount of time lost to term-time holidays in order to maximise the educational potential of every child. This can be achieved with the support of parents/carers by ensuring holidays in term time are not taken in school time unless there is exceptional circumstances. There are 175 days each year when your child is not in school. Absence for any reason during term time interrupts a child's education and disrupts educational progress.

### Regulations and Guidance

The law says that parents/carers do not have the right to take their child out of school for a holiday during term time. Under the Education (Pupil Registration) Regulations 2006, head teachers have a **discretionary power** to authorise up to 10 days leave in each school year for the purpose of a family holiday in term time. St Nicholas C of E Primary School will not routinely grant permission for holidays or extended holidays.

Requests for holidays in term time must be made 6 weeks prior to the holiday and in writing on the holiday request form which is available from the school. It is strongly advised that you do not book your holiday until approval has been given.

Parents may be required to attend an interview to discuss their request for a term time holiday. Your child's attendance and progress will be considered as part of this process.

Parent/carers will be notified in writing of the decision for a holiday in term time within 10 school days of the date of the application.

St Nicholas C of E Primary School will not authorise a request for a holiday in term time if the following applies:

- When the pupil's attendance has been below 90% for the previous 20 weeks.
- The pupil already has unauthorised absence.
- If the period of leave requested coincides with the first two weeks of the start of term, or SAT's exams or other significant events in the school calendar.

St Nicholas C of E Primary School will only grant one period of absence per academic year for holidays in term time.

If the holiday in term time is agreed it will be recorded as 'H' on the school attendance registers (authorised absence).

If the school does not agree to grant the leave for the holiday and the parents/carers take their child on holiday then this will be recorded as unauthorised absence 'G' (family holiday not agreed)

Should the child fail to return to school within 10 school days of the agreed return date and there is no communication from parents/carers the school may remove the child from the school roll.

#### Legal Implications:

Where a pupil is taken out of school for the purpose of a holiday in term time without the prior permission of the school, the parents/carers of the pupil may be issued either with a warning letter from the Education Social Work Service indicating that any further unauthorised absence taken as a Holiday in Term will result in a £50 Penalty Notice per parent per child or be issued with a Penalty Notice after consideration of the circumstances and previous attendance record. If a Penalty Notice is issued and the notice remains unpaid after 28 days the penalty increases to £100. If the Penalty Notice is not paid after 42 days the local authority will commence legal proceedings under section 444 (1) of the 1996 Education Act in the Magistrates Court.

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