



Holiday in Term Time

1 Aims

The aim of this policy is to set out the way in which The Bankfield School monitors and promotes the attendance and punctuality of its pupils. The Bankfield 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 support 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.

2 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 exceeding ten days are only to be granted in 'exceptional circumstances'.

3 Holidays Taken in Term Time

- i) The Bankfield School will not routinely grant permission for holidays or extended leave to be taken in term time and discourage parents/carers making an application for term time holidays/extended leave within an academic year.
- ii) The Bankfield School will only consider leave of absence for one period of absence due to holidays/extended leave within an academic year.
- iii) The Bankfield School will not grant permission for holidays to be taken in term time:
 - During transition time when a pupil is settling into school
 - During preparation time for examinations (SATs and GCSE)
 - During school and public examination periods and in the period of time surrounding course work deadline dates for Years 10 and 11
 - When the pupil's attendance has been below 95% for the previous 38 weeks
 - The pupil already has unauthorised absence

4 Special and Exceptional Circumstances

The Head Teacher or person designated by the Head Teacher may consider that the following circumstances are 'special' or 'exceptional':

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- Unavoidable circumstances e.g. 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

However

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

Would not be considered as 'special' or 'exceptional' circumstances

5 Additional Information

The Bankfield School will ensure that all parents/carers receive a copy of this Holiday in Term Time Policy which forms part of the school attendance policy.

- Parents/carers will be required to complete a holiday request form available from the school office and return it to school before booking a term time holiday at least 6 weeks prior to the proposed date of the holiday
- Parents/carers may be required to attend an interview with the Deputy Head to discuss their request for a term time holiday
- Parents/carers will normally be notified of the outcome of their application for a holiday in term time within 10 school days of the date of the 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 that the absence has been recorded as authorised absence on the school attendance register.

If the holiday in term time is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'G' (family holiday not agreed) this will mean that the absence has been recorded on the school attendance register 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 parent/carer of the pupil may be issued with a £50.00 Penalty Notice per parent per child. If the notice remains unpaid after 28 days the penalty increases to £100.00. 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 after consultation with parents/carers and Governor will form part of The Bankfield School attendance policy.

7 Extended Leave

Where in 'exceptional' circumstances family holidays in term time is agreed for a period of more than 10 school days, the school will require that a return date is agreed by the parent/carer prior to the commencement of the extended leave. If the pupil fails to return by the agreed date, the pupil may be taken off the school admission and attendance registers.