



Holiday Policy

Date	Review Date	School Lead	Nominated Governor
Sept 2020	Sept 2022	Susan Yeldham & Elaine Parker	Claire George

Aims:

As a School we want

- No holidays to be taken in Term Time.

Government guidelines state the following:

- Pupils do not have the right to have family holidays during Term Time.
- You must apply to have a family holiday during term time in advance.
- Schools do not have to give permission, but could in exceptional circumstances
- If School does not give permission, and you go anyway, the absences will be marked as unauthorised, and you may be issued with a Penalty Notice for each child

Why is it important NOT to take holidays during Term Time?

Your child's attendance is very important. Regular school attenders achieve their full potential and ensure they have a brighter future.

Going to School every day will help your child learn, develop and achieve. It will build confidence, friendship and ambition.

The more your child is in School, the more likely they are to succeed at exams and at life.

Being in School every day and on time means:

- Having lots of fun
- Building lasting friendships
- Structured routine and boundaries
- Taking part in activities
- Learning through play
- Better exam results.

Did you know?

90% Attendance over a year means that your child misses on average:

- One half day every week
- Nearly 4 School weeks every year
- Over 1 School year in a School career

St Alban's Primary School



2 weeks holiday in term time every year, with no other absences, means that your child:

- Can only ever achieve 95% attendance
- Will miss approx. 2 terms in a School career

What we expect from Parents/Carers?

- To make sure that your child(ren) attends every day
- Avoid School Holidays during Term Time
- Holiday request forms **MUST** be completed in advance
- Request forms completed in full with the reason why you are asking for Holidays during Term Time
- Parents who choose not to inform School of a Term Time Holiday, and are subsequently found to have taken a Holiday, will immediately be referred to the Local Authority for further investigation, which could then lead to prosecution

What are School expected to do?

- To look at each Holiday Request individually
- Each child's Attendance will be reviewed at this time
- Exceptional circumstances will be taken into consideration
- If you take a Holiday in Term Time, the Local Authority would be notified, at the discretion of the Head Teacher, unless you have been given prior permission due to exceptional circumstances
- The Local Authority will issue a Holiday Warning Letter in the first instance, which then could lead to a Fixed Penalty Notice
- Your Holiday request will be handed back to you, with a letter explaining the Head Teacher's decision regarding your request. (Appendix 1 & 2)

Conclusion

Through the implementation of this policy, we aim to achieve, good attendance for all children to help them thrive, be their best and have a bright future. Remember you can discuss any Holiday request with the School Office, Attendance Personnel or the Head Teacher.

Headteacher:		Date:	
Chair of Governing Body:		Date:	



App 2.

St Alban's RC Primary School
Enjoying and Excelling in the Presence of God



Westbourne Avenue, Walkerdene, Newcastle upon Tyne. NE6 4HQ (0191) 2625552
e-mail: admin@stalbans.newcastle.sch.uk

DATE: 18th July 2018

Dear Parent/Carer of

Holiday Request

As a result of the Governments new September 2017 Guidelines, references to family holidays and extended leave, as well as the statutory threshold of ten days, have been removed from the regulations.

Your child/ren current attendances are:

The amendments make clear that Head Teachers must NOT grant any holidays during term time, and that they are legally bound to notify the Local Authority of any holidays requested. Any holidays taken will have an effect on your child's attendance and may incur a holiday warning letter from the Local Authority and could lead to a fixed penalty notice.

However, due to this request being an exceptional circumstance, on this occasion the governors have allowed this holiday request to be authorised.

The government has directed every school in the country to follow this course of action and the school Governing Body is duty bound to comply with the amendments.

Yours sincerely

Mr M Smith
Head Teacher



App 1

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Yours sincerely

Mr M Smith
Head Teacher