



## Rudgwick Primary School

### Term Time Holiday Policy

Inspire - Believe - Achieve



#### Our Vision:

Rudgwick Primary School aims to be a community where everyone is **inspired** by a love of learning, is supported and encouraged to **believe** in themselves and is enabled to **achieve** success.

**Review by: Staff and Finance Committee**

**Approve by: Full Governing Body**

**Date for review: 07/03/2027**

**Review frequency: 5 years**

## 1. PRINCIPLES

It is a legal requirement for children to attend school. The school places great importance on attendance. High attendance leads to high achievement. From 1 September 2013 legislation has prohibited any school from authorising leave of absence for holidays except in exceptional circumstances. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

**It is therefore illegal to take children out of school for holidays during term time unless there are exceptional circumstances. There is no entitlement to any leave of absence for a holiday during term time. Schools are in session for 39 weeks per year, so there are opportunities to take children on holiday during the remaining 13 weeks.**

The purpose of this policy is to provide guidance on:

- a. what might be defined as exceptional circumstances;
- b. procedures for applying for leave of absence for holiday;
- c. the criteria the school will use in deciding whether to refer any unauthorised absence due to holidays in term time to the Local Authority to issue a Fixed Penalty Fine.

## 2. CRITERIA FOR EXCEPTIONAL CIRCUMSTANCES

It is not possible to define exceptional circumstances, but examples of what might be considered as such are:

1. Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentary evidence from the organisation.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.
3. Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided, from qualified professionals, such as a doctor.

Where there are other factors which the headteacher may consider to be exceptional circumstances, this may be referred to the Local Authority for advice.

## 3. PROCEDURES FOR APPLYING

- a. Applications for leave of absence for holiday should always be made in advance on the correct form. Forms can be obtained from the school office. They should be returned to the school office.

b. The exceptional circumstances to explain why the holiday must be taken during term time should be clearly stated.

c. The Head Teacher will decide whether the leave of absence can be authorised and will contact the parent to inform them of the outcome

d. Even where there are exceptional circumstances, no holidays requests will be granted during:

any period of external examinations (the month of May for Year 2 and Year 6 pupils, the month of June for Year 1 pupils)

#### **4. CONSEQUENCES OF TAKING AN UNAUTHORISED HOLIDAY**

Taking a holiday without authorisation will have an impact on a child's learning. Parents who choose to take an unauthorised holiday must accept that this will have an adverse effect on their child's educational achievement. The school may therefore ask the Local Authority to issue a fixed penalty fine where an unauthorised holiday has been taken. The fixed penalty fine is collected and kept by the Local Authority, not the school. The decision on whether to refer an absence to the Local Authority for possible enforcement activity will be taken by the Head Teacher, and will take into account all available information about the circumstances of the absence.