



## **Application for Authorisation of Absence for A Holiday in Term Time.**

Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non-school days a year. This gives families the opportunity to:

- spend time together
- go on family visits
- go on holiday
- go on days out
- attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time except in exceptional circumstances. If you take your child on holiday during term-time without the school's authorisation this will be recorded as unauthorised absence and may result in a Penalty Notice being issued.

### **Our Policy**

We do not authorise holidays during term-time other than in exceptional circumstances. We do still ask though that parents apply for holidays in advance using a Holiday Request Form. Applications for authorisation due to exceptional circumstances will be considered on a case by case basis. Where holidays are taken, staff will not usually provide students with additional work.

### **Why shouldn't I take my child on holiday during term time?**

Many parents and carers think it is okay to go on holiday during term time, but this has a negative effect on their children's learning and ability to achieve. If your child goes on holiday during term time, this affects their attendance:

- 9.5 days absence = 95% attendance (Good attendance)
- 19 days absence = 90% attendance (Persistent absence)
- 28.5 days absence = 85% attendance
- 38 days absence = 80% attendance
- 95 days absence = 50% attendance (Severe absence)

If a student attends at least 95% of the time they will improve their expected outcomes by around half a grade per subject.

### **How do I request leave of absence for a family holiday?**

All requests should be made on an Application for Leave of Absence for Annual Holiday form. You should also submit any evidence to support your exceptional circumstances (see below). This should be submitted no later than 21 days before the start of the holiday.

### **Will the school authorise taking my child away during term-time?**

The legislation for authorising absence in term time states that holidays will not be authorised 'except in exceptional circumstances'. The Principal will consider your request and respond to your request on a case by case basis.

### **What happens if the Principal does not agree my request?**

Your child's absence will be marked as unauthorised absence and you will be informed of this. If you take your child on holiday we will request the Local Authority issue a Penalty Notice. The penalty is £80 per parent per pupil and if not paid within 21 days this will increase to £160. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court on the grounds that you have failed to ensure your child's regular attendance at school.