

All Saints C.E. Primary

Voluntary Aided Church of England School
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Holidays in Term Time.

We are increasingly getting more requests from parents to take their child on holiday during term time. The Governors and Head Teacher have the *discretion* to grant up to ten days authorised absence for family holidays in a school year. However, each application will be considered individually taking into account factors such as the timing of the holiday and the pupil's attendance. For example, a pupil with an otherwise perfect attendance record will achieve a maximum of 94.7% attendance if s/he goes on a ten day holiday during term time.

In making a decision the issues that the school should take into account when considering a request for leave of absence include:

- the amount of time requested;
- age of the pupil;
- the pupil's general absence/attendance record;
- proximity of SATs and public examinations;
- length of the proposed leave;
- pupil's ability to catch up the work;
- pupil's educational needs;
- general welfare of the pupil;
- circumstances of the request;
- purpose of the leave;
- frequency of the activity; and
- when the request was made.

In brief this means that:

- Parents/carers **cannot** demand a leave of absence as an automatic right.
- Requests **must** be in writing unless it is not possible for any reason.
- Schools **cannot** apply blanket policies to approve/reject all applications.
- All requests **must** be considered on their own merits.
- Extended periods of absence will be granted **only** in exceptional circumstances.

Revised procedure for applying for holidays in term time

1. Parent/carer should obtain an application form from the school and submit the form at least **three** weeks prior to the intended period of absence.
2. The school will respond to the request by letter within one week.
3. Where holiday requests are refused the parent should ask for an interview with the Head teacher in order to discuss the matter further.

Did you know..?

Children spend only 190 days out of 365 in school.

Children who lose time from school do not do as well as they could.

There is never a good time to take children away from their lessons especially:

- When children have important tests to complete for example Years 2 & 6
- When they move from Key Stage 1 to Key Stage 2 (Infant to Junior School).
- When they move from Primary to Senior School (Year 6 to Year 7)

It is not true

- That they catch up. Research shows that by missing lessons, pupils soon fall behind. Lessons they miss are **not** repeated at a later date.
- That you automatically have 10 days extra school holiday each year. Schools are quite within their rights to refuse to authorise applications.
- That for younger children, lost schooling does not matter. It is just the opposite!

Every School Day Counts - Always

Check school holiday dates and discuss with your child's school any holiday plans or visits which do not coincide with these dates.

Please, please put your child's education **First**

Parents/carers who take their children out of school during term time without the Head Teacher's authorisation beyond an agreed date:

- Risk losing their child's place at the school.
- Risk being taken to court or being given a fixed penalty fine if their child's attendance is generally poor.
- Risk their child's future.
- Risk their child feeling left behind or left out.

All Saints C.E. Primary School Application for Leave of Absence

Please note that there is no automatic right for pupils to be granted authorised absence for family holidays. All Saints school considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.

**Regular attendance is an important factor in your child's performance at school.
Please think carefully before deciding to request leave of absence.**

Name of Pupil: Date of Birth:
Class/Tutor Group:

Address:

Holiday requested from: (date) to: (date)

Reason for term time holiday request.
(Continue on reverse of paper if required)

Name of Parent/Carer:

Signature: Date:

This is an example of the number of lessons your child will miss. Remember these will not be repeated.

- 1 days absence = 4 teaching sessions missed
- 3 days absence = 12 teaching sessions missed
- 1 weeks absence = 20 teaching sessions missed
- 2 weeks absence = 40 teaching sessions missed

The school does not have to agree to a holiday during term time, although we have the power to do so. If we agree, it is important that your child comes back to school promptly on the agreed date. If a pupil fails to return on the agreed date and the school is not informed of the reason we may remove your child's name from the school roll. Try not to ask for absence when your child is preparing for exams and important tests. We can advise you of these dates.

Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

For School Use:

Attendance %

Previous Holiday Leave this Academic Year Yes/No* No. of days

Arrange to meet with parent/carers Yes/No

Request authorised Yes/No