

FAMILY HOLIDAYS IN TERM TIME GUIDANCE

Regular attendance at school is one of the most important factors influencing success, particularly in external examinations. It is, therefore, most important that pupils miss school only in the most exceptional circumstances.

THE LAW AND FAMILY HOLIDAYS

1. Leave of absence for family holidays is governed by law. The law states that leave for family holidays is not an automatic rights. It is designed only to help those families where an employer controls the holiday pattern in such a way that the holiday must be taken at a specific time. The law does not allow for leave of absence simply to give access to cheaper rate holidays.
2. The law allows the Head Teacher to authorise up to 10 days leave of absence in any one school year. More than 10 days can be authorised but only in exceptional circumstance.
3. The application for leave must be made by the parent(s) or carer with whom the child normally resides.
4. Holidays with relatives or friends of the family rather than the parent(s) are not authorised.
5. The child must actually be going away.
6. The guidelines from the Department for Children Schools and Families (Dcsf) advises that:
 - Each request for leave should be considered on its merits
 - Permission should not be granted where a pupil has a poor attendance record
 - Governors may provide further guidance to the Head Teacher on the conditions under which family holidays should be 'authorised'.

THE SITUATION AT BUTTERSTILE PRIMARY SCHOOL

- 1) Applications for family holidays of any length must be made in advance on the form overleaf giving full details.
- 2) Leave will not be authorised during the school National Curriculum Test weeks or during SAT's week for Y2, Y3, Y4, Y5 and Y6 – these will always be in May.
- 3) All decisions regarding such leave are delegated to the Head Teacher who will consider each case on its merits within the legal requirements and who decision will be final.
- 4) Pupils, with help from their parents, are responsible for catching up with any work missed.
THE SCHOOL CANNOT SUPPLY WORK TO TAKE AWAY WITH THEM ON HOLIDAY.
- 5) Holidays of more than four weeks may result in the child's name being removed from the school register.

Please remember, the legal guidelines are designed with the best interest of your child's educational progress at heart.

Any absence which has not been granted will be recorded in the register and on your child's pupil file as 'unauthorised'. This may be interpreted as 'truancy' by future schools, colleges and prospective employers.

APPLICATION FOR LEAVE FOR A FAMILY HOLIDAY

Please read the information on the back of this form and complete all the questions.
THE FORM SHOULD BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE PROPOSED HOLIDAY

Names of Pupils: _____ Class: _____
_____ Class: _____
_____ Class: _____
_____ Class: _____

Name of Parent/Carer _____

Is the child normally resident with you? Yes No

Address: _____

Postcode: _____

Telephone No: _____

REASON FOR REQUEST FOR TIME _____
OFF SCHOOL DURING TERM TIME. _____
These details should support your _____
Request for absence during term _____
time. It is not automatic that _____
permission will be granted.

Days and dates for which leave
Of absence is requested: From _____ To _____

Date of expected return to school: _____

Destination: _____

Has there been a previous application
For leave during the current school year? Yes No

If 'YES' please provide details _____

Signed: _____ Parent/Carer Date: _____