



DFE No: 3332188

*Dream it, Believe it, Become it!*

# **Hateley Heath Primary School Holiday Policy**

**HEADTEACHER - ANDREA GARCHA**

**CHAIR OF GOVERNORS - RACHEL MORGAN-GUTHRIE**

**September 2018**

## Vision Statement

At Hateley Heath Primary School we are all encouraged to have high aspirations, achieve well, develop self-confidence and independence, have positive values and beliefs and a caring attitude towards others.

At all times we model and encourage the following values:

Respect

Hardworking

Teamwork

Good Manners

Caring

Enjoyment

We aim to support a friendly, calm and purposeful school ethos. Where children feel safe and secure. We encourage each other to take risks and have resilience to rise to challenges. Well-being is promoted so we have a positive mind set and a good attitude to learning.

***Dream it, Believe it, Become it***

**This policy forms part of our Safeguarding Procedures and should be read in conjunction with:**

Safeguarding and Child Protection Policy

Attendance Policy

## **Hateley Heath Primary School Term Time Holiday Policy (*For all Holiday Requests during Term Time*)**

### **The Education (School Attendance England) Regulations 2006**

The law states that parents should **NOT** normally take their child (ren) on holiday in term time, as it can be disruptive both to the child's education and to the school. Hateley Heath Primary School does not authorise term time holidays - unless in exceptional circumstances and these can only be agreed by the head teacher. Schools can use their discretion to grant authorised absence in a school year **if both the following apply:**

- *The parent the child normally lives with applies to the school in advance of the holiday (written request) and the school confirm the authorisation in writing.*

#### **AND**

- *There are 'exceptional circumstances' for the holiday.*

In this instance, schools can only agree holidays within a school year in exceptional circumstances and this will be taken on a case-by-case basis as well as considering proportionality of unauthorised absence including previous requests (including those of 10 days or more)

**The Governing Body of the school supports this and will only authorise holidays in:**

- *Exceptional /special circumstances (examples listed below)*
- *Your child's attendance is at 95% or above at the time of request for the academic year.*

#### **AND if you have**

- ***Attended the holiday meeting (in advance of the absence) with the designated School Staff and Governing Body Representative.***

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**Special reasons or exceptional circumstances we **may** agree to:**

- A visit to a relative with a terminal illness in a different country
- The death of a person close to the family (in or out of the country)
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- Holidays for fostering or adoption purposes
- Religious observance (In this instance the School Extended Holiday Policy will be activated)
- To attend a wedding of a person close to the family.
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Where there are exceptional and unforeseen circumstances that fall outside the above, the Head teacher agrees to consult with the LA and/or Governing Body prior to any authorisation being given to the parent.

If a request meets the above exceptional circumstances but falls within the following times, the Head teacher must be convinced that absence from school is the **only** option:

*The first half term of any academic year (applies to all pupils)*

*Year six-transition day (for pupils in year six)*

*Year six SATs week (for pupils in year six)*

*Year nine options time (for pupils in year nine)*

*At any time during years 10 and 11 (for all pupils in these year groups)*

*At any time specified by the school (this will be communicated to parents by each school)*

### **The school will not agree or consider the following holiday requests:**

- If an application is made because it is a cheap holiday and the booking has been made in advance anyway.
- If the application is based on the ability to have a desired accommodation
- Poor weather experienced in school holiday periods
- There is an overlap with the beginning or end of term
- Another sibling from a secondary school has time off school and the school holidays do not coincide.
- A special treat for your child
- Where a parent has inflexible patterns in their career that do not coincide with the school holidays.

### **\*\* As a school we will also take into consideration the following when deciding on the authorisation of your request.**

- There must be only one request for the academic year. If one holiday has been taken we will not authorise another.
- The ability of your child to catch up with the work they will miss.
- The ability of your child
- Your child's current attendance levels (The school will not consider any request below 95%)

The above are **not definitive** lists but merely to be deemed as a guideline to work to and are now the basis of our school policy.

All children of compulsory school age (5 to 16) should receive suitable education by regular attendance at school. If a child is registered at school, parents have the primary legal responsibility for ensuring that the child attends regularly. Prosecutions, fixed penalty notices and other sanctions may be imposed for the minority of parents (see below) who are simply unwilling to engage voluntarily with the school and/or Local Authority to address their children's attendance issues – **this includes unauthorised holidays.**

**Please note:**

*Should parents still decide to take their child/ren out of school during term time, then the absence will be recorded as "unauthorised." In line with legislation and our school/academy attendance policy we, as a school, may refer unauthorised leave of absence to the Attendance & Prosecution Service. Such a referral may lead to a Fixed Penalty Notice being issued.*

*Government legislation (2013) also now allows schools to take into consideration **any holidays taken in previous academic years**, which can now be included as evidence towards fixed penalty notices issued by the local authority.*

The impact of a holiday in term time is significant on your child's attainment and every lesson does count. Please consider this and the above information carefully before planning or even applying for a holiday in term time. All requests must be made via our Leave of Absence Form, which is available from the school office.

Signed .....  ..... Chair of Governors

Signed .....  ..... Head Teacher

Date ..... *12/9/18* .....

