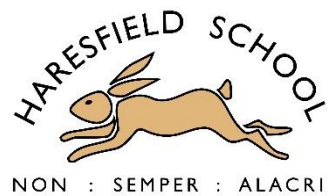


Haresfield School Policy for Family Holidays

During term time

‘Trusting in God, together we live, learn and grow.’



School Vision

At Haresfield Church of England Primary School we want everyone to know that they are unique, special and worthy in the sight of God and to “Aim High”. To be the very best that they can be.

We strive to achieve this through our Christian values rooted curriculum. By working together to learn what God wants for each of us, we offer an ambitious, creative curriculum in which we help each child to flourish and grow. . We endeavour to provide the children in our care with a passion for learning and to appreciate the wonder of our world. When they leave our school our aim is to ensure they have the key skills ready to cope with life at whatever level they are. The school is supported by an effective partnership with parents and the community.

Regulations

The Education (Pupil Registration) (England) Regulations 2006 set out the circumstances in which schools may grant a pupil leave of absence.

The regulation on leave of absence applies to all special schools and maintained schools. Schools have a discretionary power to grant a pupil time off school during the term and a number of examples are listed in the regulations. However, schools are not restricted to granting time off in those circumstances; they can also do so if they believe there are extenuating or compassionate reasons that justify the leave

With the exceptions of family holidays and employment, the school’s discretion around leave of absence is far-reaching. The school is able to refuse the whole period requested by a pupil’s parents, grant part of the period and refuse the remainder, or grant the whole of the period requested. Any leave of absence granted by the school will be recorded as authorised using the appropriate national code. Periods that are refused will be recorded as unauthorised.

Policy

All requests will be treated on a case by case basis which gives the flexibility to respond to difficult circumstances whilst discouraging unnecessary absence. We will neither ban all term-time holidays nor bestow a right to all families to time off for family holidays.

The issues that will be taken 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.

The school will respond to all requests for a leave of absence in writing giving the reasons for the decision. A letter refusing a request will explain the reasons for the refusal and what action will be taken if the parents ignore the refusal and keep their child away.

Time off school for **family holidays** is not a right. Schools have discretion to allow absence in a school year for a family holiday if they believe that the circumstances warrant it:

1. The school may agree "holiday leave" in special circumstances such as:
 - for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
 - when a family needs to spend time together to support each other during or after a crisis.
2. The school will follow the LA recommendation that Holidays which are taken for the following reasons should **not** be authorised:
 - availability of cheap holidays;
 - availability of the desired accommodation;
 - poor weather experienced in school holiday periods; and
 - overlap with beginning or end of term.
 - Birthday, family celebration
 - Shopping
 - Minding the house, caring for siblings
 - Parental illness
 - Holidays unless due to exceptional circumstances
 - Long weekends
3. As the Gloucestershire code of practice allows: parents may be given a penalty notice or prosecuted for periods of unauthorised holidays.

Authorised absences

Absences from school will be **authorised** for the following reasons:

- Genuine illness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances
- Visits to secondary schools

If your child needs a dental/medical appointment please make every effort to make it after school to reduce disruption for the school and other children.

Holidays during Term Time

Parents should complete a Holiday Request Form (available from the office) if they wish to take a child on holiday during term time. It should be completed before the holiday is booked and at least four weeks in advance.

School Work

Teachers will not be expected to set, provide, or mark, work for children taking holidays in term time unless the circumstances are agreed to be exceptional.

Impact on children

Parents will be informed of the activities and learning the children will miss and it will be made clear that teachers will not be able to re-cap work missed to the detriment of other children. Parents should understand that taking a child out can cause a child to miss vital parts of their learning and children can feel that they have missed out on activities they have been working towards. Whilst every attempt will be made to involve the children as much as possible - in certain circumstances it will not be achievable e.g. school performances, sports events, craft activities etc.

Review date: September 2025