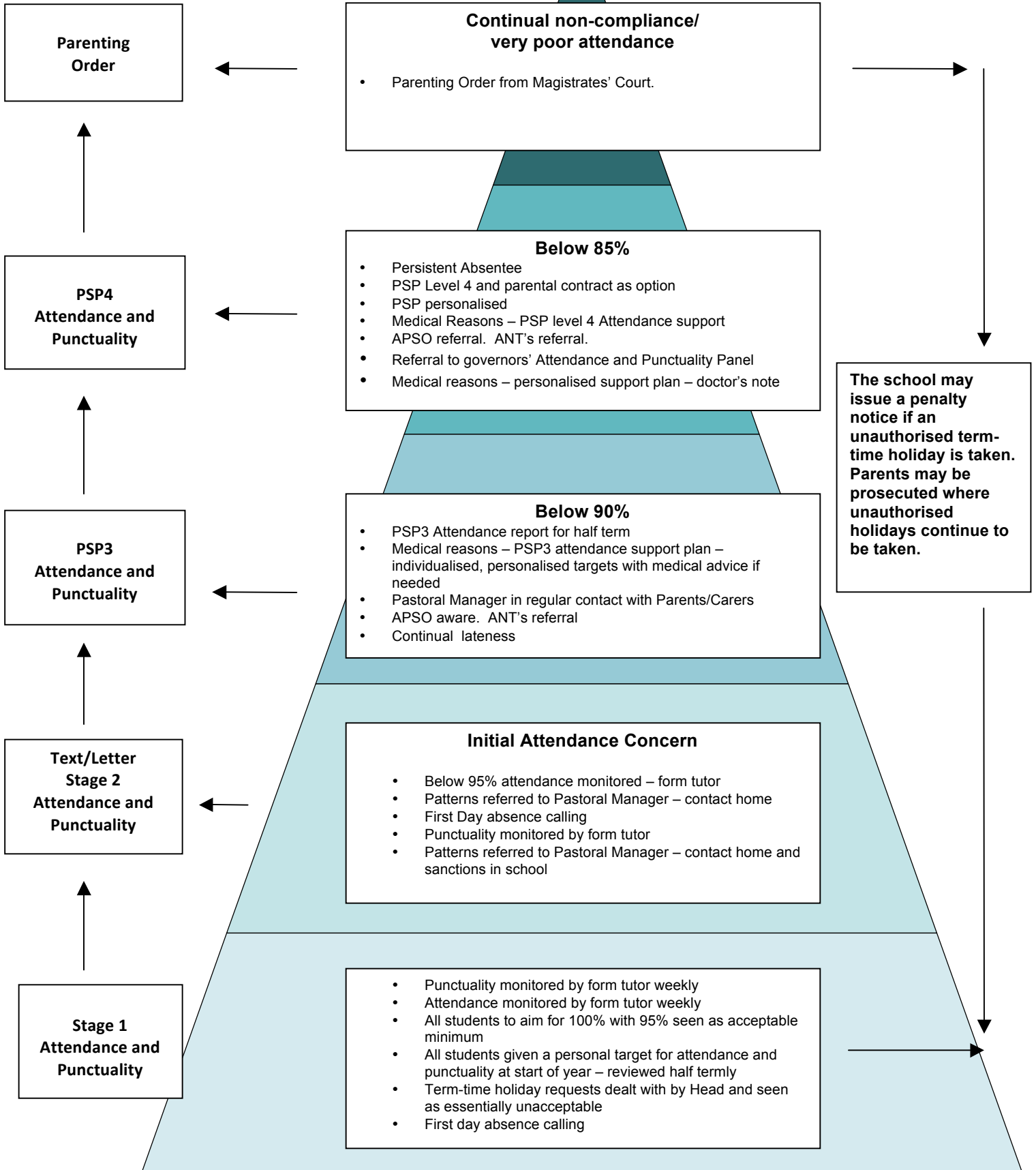


Attendance Pyramid



Term time holidays

It is crucial that you think very carefully about the implications of taking your child out of school, during term-time.

- The law states that parents **do not** have the right to take their children out of school for holidays, during term time.
- Where **exceptional** circumstances require term time leave, only the Head Teacher can allow a period of leave, for a maximum of 10 days.
- If you take a holiday without the Head Teacher's permission, or if your child fails to return on the agreed date, this will be recorded as an unauthorised absence, i.e. truancy and a penalty notice will be requested.
- The school can also take your child off roll. This could result in you having to apply to a different school for your child.

The issuing of a penalty notice carries a minimum fine of £60.00 per parent, per student, which rises to £120.00 per parent, per student, if not paid quickly. If the matter goes to Magistrate's Court, the fine or sentence imposed is the decision of the Magistrate. Parents can be prosecuted where unauthorised holidays in term-time continue to be taken.

There are times, during the school year, that will disrupt education significantly more than others. You will need to avoid these times:

- Beginning of a school year
- The first year in a new school
- Absence when exams or tests are to be taken

School will **not** authorise holidays/absences taken for the following reasons:

- Availability of cheaper holiday/flight
- Overlap with the beginning or end of a term or half-term

When considering whether to allow term time leave, the Head will consider:

- Your child's attendance history. If attendance is not at an acceptable level, authorisation will not be given.
- The time of year leave is requested. Authorisation will be refused near or during exams or tests. Revision and preparation time before tests and exams are just as important.
- The nature of the trip – are there extenuating circumstances? (Please note that unless there are exceptional circumstances, the school will not approve **any** term-time holiday/absence for **any** student in year 11.)
- Is this a regular request?

We are aware that parents may wish to take their children on extended leave for religious purposes. The school recognises the importance and significance of such visits. Leave of absence of more than 2 weeks must be seen as exceptional. If you want to request leave for your child, at any time, you must seek permission from the Head Teacher. You will need to complete a form, available from the school reception, and return it to school. This **MUST** be done before booking your trip and at least 4 weeks in advance. You will be informed, in writing, whether the holiday has been authorised or not.

It is your responsibility to ensure that your child works with the school to ensure that she catches up on any work missed and that she does not take any more days off, unless absolutely necessary.