

MALMESBURY  
Primary School



# **POLICY ON APPLICATIONS FOR HOLIDAYS AND LEAVE IN TERM TIME**

The Department for Education has issued guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance. The School Governing Body has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

### **Applications for Holidays or Leave in Term Time**

Any applications for leave in term time must be submitted at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

### **Holidays in Term Time**

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not normally be authorised. Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the School Governing Body.

Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

### **Leave in Term Time for Other Reasons**

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid;
- and
- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

### **Taking of Unauthorised Leave in Term Time**

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 6 sessions (3 days) of unauthorised leave in term time. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £60 each - £180 per parent and £360 in total. There is no right of appeal.

**Losing the school place**

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name may be removed from the register.

Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

## APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS

**Part I** - to be completed by the parent/carer

Pupil's name:	Year/Class:
Address:	Date of birth:
	Telephone:
	Mobile: for contact while you are away in an emergency
Email:	
Last day of attendance in school:	
Date of return to school:	
Please give details of the purpose and exceptional reason(s) for this application for leave in term time and why the leave cannot be taken in school holiday time. Attach any supporting evidence:	
Please provide the address of where you and your child/children will be staying:	
Email for contact:	

**Part 2** - to be completed by the school

Tick	
	Supporting evidence for purpose and exceptional reasons for the leave in term time provided, including Tickets / Itinerary if applicable (please attach a copy to the form)
	% attendance Current: Previous Year:
	Any previous leave and dates:
	This application has not been approved because there is insufficient evidence that the leave must be taken in term time.  Please change your arrangements. If your child's school place is lost, you will have to re-apply for a place and your child may not be able to return to this school.
<b>OR</b>	
	This application been agreed for ____ school days.  Your child must return to the school on: _____  No reminders will be sent. It is the parent's responsibility to notify the school of any future changes in circumstances.

Parent/carer signature:		Date:	
Headteacher's signature:		Date:	