

## Holidays in Term Time

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- You make an application to the Headteacher in advance (as a parent the child normally lives with)
- There are exceptional circumstances

***The school will not authorise a child to take holidays during term time and parents do not have the legal right to take children out of school for holidays. Headteachers cannot and will not authorise school absence purely for the reason of a family holiday.***

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

Any absence, including absence for holidays, interrupts the continuity of students' learning and students cannot "catch up". Research shows that by missing lessons, students fall behind as lessons are not repeated at a later date.

**Parents/carers are strongly urged not to take students out of school for holidays during term time as there is no entitlement for them to be taken out of school for such a reason.**

176 days are available outside term time to take family holidays.

Parents/carers who take their children out of school during the school term without the Headteacher's authorisation or beyond an agreed date, risk being issued with a Penalty Fine, prosecution or removed off roll.

Leave of absence will only be granted by the Headteacher in exceptional circumstances and must be applied for in advance.

Parents/students must request a form from the attendance office and returned at least 3 weeks in advance of the proposed absence.

Where such an absence has not been granted, the absence will be unauthorised.

**You will be fined for taking your child on holiday during term time without the school's permission.**

There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances.

**Please note:** We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstances.

- If your request is authorised, you are required to ensure your child catches up on any missed schoolwork. This is your responsibility and school are not obliged to provide work for your child to complete.
- Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.
- In order for consideration to be given, requests for absence must be for exceptional circumstances only.

**Exceptional circumstances could include:**

- 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 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.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- The provision for Headteachers to authorise absence purely for the purpose of **a family holiday is not an exceptional circumstance.**

**Please note:** Evidence would be required in each case.

**The provision for Headteachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance.**

## What are the penalties for poor attendance?

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance **and/or unauthorised absences**.

An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions).

### Penalty Notices

Penalty notices are issued as a deterrent to prevent a pattern of unauthorised absences developing.

They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given.

This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**.

### If you ignore a declined request

If your request is declined, and you still take your child out of school, each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school.

If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £2500.

**Please note: We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstances.**

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Date of Request .....

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. Beckfoot Thornton expects all parents/guardians to ensure that their children attend school regularly. Holidays, taken in term time can seriously impact on a pupil’s academic attainment. Beckfoot Thornton’s policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for leave of absence the Head Teacher will determine the number of days of absence.

**Taking ‘Leave of Absence’ without the schools permission could result in you being issued with a Penalty Notice fine of £60. Penalty Notices are issued per parent per child.**

**Where permission has been given for ‘Leave of Absence’, if you fail to return your child within 20 school days of the agreed return date, your child may be removed from the school roll.**

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

### PARENTS SECTION

Surname of child		First name	
Date of birth		Form class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Post code		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Due back in school	
Emergency telephone contact in the Bradford District		Emergency telephone contact abroad	
Parent’s/ guardian’s signature			Date

### SCHOOLS SECTION

Approved / Not Approved	Head Teacher’s signature		Date
Leave of absence Approved for		School days	
Leave of absence not approved for		School days	
Reason for refusing Leave of Absence			