

## GRANGE PRIMARY SCHOOL - TERM TIME LEAVE

Each year a substantial number of children are absent because their parents take them away on holiday during term time.

A pupil's absence can seriously disrupt the continuity of their learning. Not only do they miss the teaching provided on the days they are away but they are also less prepared for lessons upon their return. There is a consequent risk of under achievement which you and we have a duty to seek to avoid.

Many parents say that the time their child misses because of a holiday doesn't affect their school work. However, a child who has 10 days holiday each year of their school life will miss 24 weeks of their formal education. This is in addition to unavoidable absences – for instance, if your child is ill.

Grange Primary School and The Education Welfare Service are working together to promote high rates of attendance and will be operating the following procedure.

- Parents will have information about the school's policy regarding Family Holidays in Term Time.(see guidance for parents in the next column)

- Parents who take their children on holiday without the absence being authorised by the school will receive a written warning that legal action may be taken if there are further unauthorised absences.
- If parents take their children on holiday without the absence being authorised a second time, the school will request that the Local Authority issue a Penalty Notice.
- In some circumstances, a Penalty Notice may be issued in respect of a first unauthorised absence; where a child would miss an exam or test for example.

### Guidance for Parents

Please do not ask for leave of absence for a family holiday in term time if you can possibly avoid it. If you do have to ask for permission to take your child out of school for a holiday.

- Try to avoid periods when your child is preparing for or taking examinations or important tests. **Do not expect leave to be authorised.**

- **Fill in the correct forms and give at least two weeks notice of any planned absence.**

- Be aware of your child's current attendance record. Leave will not normally be authorised if attendance is below 93%

- Do not ask for leave in the first two weeks of term as this is very important for establishing relationships and routines

We will consider every request individually. However, the most important consideration will be the effect that such an absence would have on your child's education.

Schools do not have to agree to absence for a holiday, although we have the power to do so. We **cannot and will not** authorise absence for holidays in term time unless there are exceptional circumstances.

The availability of cheap holidays, desired accommodation or poor weather during school holiday periods are **not** acceptable reasons for authorising term time leave.

The attendance policy and policy on term time leave are available in school and on the school's web site – [www.grangeprimary.co.uk](http://www.grangeprimary.co.uk)

