

Dear Parents

The Governors have asked me to write to you to remind you of the school's policy on taking holidays during term time. In line with government recommendations I would like to take this opportunity to ask you to read and take note of the following.

- Holidays **should not** be booked on the assumption that they will be authorised.
- In order to avoid the possibility of being fined **seek authorisation before booking**. Every case is considered individually.
- Term Time Holidays **will not** be authorised in the **first two weeks of the Autumn Term** (term 1) as this is very disruptive for staff and pupils and prevents proper routines and friendship groups being established
- Holidays **cannot** and **will not** be authorised because it is cheaper to take them in term time
- Holidays **will not** be authorised for the period running up to or for the duration of national tests – this is particularly relevant to **Y2 pupils** who have national assessments made of them in March and April. **SATS for Year 6** are in the second week of May and so holidays **will not be authorised for children in Y6 between the middle of March and the end of the SATS week**.
- Every request for term time leave is considered individually and a decision made as to whether, under truly exceptional circumstances, that individual request could be authorised. There **has to be an exceptional circumstance for holidays to be authorised**.
- The current level of attendance of the pupil is a consideration as to whether term time leave could be authorised. **The Government considers attendance below 93% to be poor attendance** and so pupils with attendance below this level will not be authorised unless there is an exceptional circumstance.

Yours sincerely

Paul Harvey  
Head Teacher.

**PTO**

