



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

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Headteacher: Mrs Nic Ilic

VISION STATEMENT

Together we learn and grow, beyond expectations, guided by our faith and values.

Holiday During Term Time Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	September 2013
Reviewed	September 2020
Author	Headteacher
Next Review	September 2021

We are committed to safeguarding and promoting the welfare of children and young people

Introduction

The Governing Body are rightly proud of the achievements of the staff and pupils at both schools. Pupils, supported by a very dedicated staff, are encouraged to realise their potential, both educationally and socially – and it is often commented that our pupils stand out for their all-round abilities.

As we all know, achieving excellence is always a co-operative venture, and this is reflected in the ethos and vision of our schools. In a normal week, children will spend just 20% of their time in a structured learning environment, which means that it is vitally important that the school and parents / carers work in harmony in order to maximize the time in school.

The National Foundation for Educational Research (NFER) undertook research into attendance within English schools. The research proved there are extremely strong links between attendance at school and levels of attainment.

The DfES (Department for Education and Skills) produced a leaflet in 2007 which is freely available and outlines the expectations in regards to parental responsibilities.

Purpose of the Policy

The purpose of this document is:

- To clearly define the policy and expectations of the Governing Body of both schools.
- To outline the process that parents / carers need to follow if they wish to withdraw their children during term time for a holiday.

Frequency of review

This policy will be reviewed every two years, or more frequently if required by legislative changes.

School Policy

Policy detail

The Governing Body seeks to safeguard the education of children at the schools, and minimise the amount of time that a child is away from their respective school. It wants the parents / carers of children at the schools to support this aim.

It is recognised that there are times when a child unavoidably needs to be absent from their school during term time, for things such as illness, bereavement, or other significant issues within the family. The Governing Body and the staff at the schools will do all that they reasonably can to assist both parents / carers and children who face such circumstances.

Where a parent(s) / carer wishes to take their children out of school during term time for a holiday, they must follow the process outlined in the following section. Their request will be assessed by a member of the Governing Body and the Headteacher. They will consider:

- The age of the child
- The time of year proposed for the absence
- The nature and length of the absence
- The overall attendance pattern of the pupil
- The pupil's stage of education and progress
- Any related information such as whether intervention strategies are in place.

They will also look at any known extenuating circumstances (as advised on the request form) such as when a family needs to spend time together to support each other during or after a crisis, or where service personnel are prevented from taking holiday outside term time. This review will either 'authorise' or 'refuse' the request.

The Governing Body does not consider the following reasons to be 'extenuating' circumstances:

- Birthday treats or trips
- Shopping
- Availability of cheap holidays or desired accommodation
- Poor weather during normal school holidays
- Travelling with friends and/or extended family whose children may already be on holiday
- Parental / Carer shift / work patterns

Requests to remove children who are shortly to sit SATs will be refused.

Parents / carers are advised not to make any holiday arrangements until their request has been approved.

The school will maintain accurate records of both 'authorised' and 'unauthorised' absence of children at the school. Where 'unauthorised absence' of a child exceeds 10 sessions (5 days) in any six month period in an academic year, the school will advise the Education Welfare Service.

Process

Parents / Carers who wish to withdraw their child/ren from school during term time for a holiday must request permission to do this.

The permission process is a 3 stage process.

1. The parent / guardian must firstly complete a 'Holiday Request' form as shown in Appendix 1. Copies of the form are available from the school, or on the school's website. The completed form must be sent to the school at least 15 **school** days ahead of the intended absence,
2. The second stage is that the parent(s) must then make an appointment at a suitably convenient time to come into the school to see the Head teacher to discuss the request.
3. Following on from this, the Head teacher and governor will then discuss the request within 5 school days of the parent having come in to see the Head teacher. The outcome of this review will be advised – in writing - to the person requesting the absence.

Appendix 1

Crockerton VA CofE Primary School

Holiday / Absence Request Form

I acknowledge that taking my child/ren out of school during term time may harm their academic progress.

Please make sure you are familiar with the Local Authority information regarding the issue of Penalty Notices for unauthorised absence during term time. Information can be found both at 'www.directgov.uk' and 'www.wiltshire.gov.uk'

Name of child(ren):

Class/es:

First date of proposed absence:

Date of proposed return to school:

Number of school days requested:

Reason and extenuating circumstances for holiday to be taken during term time:

The Governing body does not consider 'Birthday treats or trips, shopping, availability of cheap holidays or accommodation, poor weather during normal school holidays, travelling with friends and/or extended family whose children are already on holiday, shift / work patterns' to be extenuating circumstances

Signed:

Date:

Parent / Carer

Review Use:

Appointment made :
Attendance (%) :
Total sessions absent this academic year :
Total unauthorised absence this year :
Child already in academic intervention strategies : Y / N

Authorised : Yes / No