

## **HOLIDAYS IN TERM-TIME** (term time leave requests) **ADVICE TO PARENTS**

**IMPORTANT:** Please read carefully the information below

We recognise that there can be seemingly good reasons to take a holiday during term-time. However, it is important that parents/carers carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on work they have missed. This can affect test and examination results and your child's future career prospects.

Pupils who have difficulty with school work find it harder to cope when they return to school. Some pupils may find it difficult to renew friendships.

The law does not say that pupils have an automatic right to take an authorised leave of absence from school for holidays during term-time. However parents can ask a school to authorise absence for this purpose.

In "special circumstances" schools may authorise, in advance, such requests for leave totalling up to ten school days in a school year. Any requests for leave should come from a parent/carer with whom the child normally resides, and must demonstrate "special circumstances".

The issues that the school should take into account when considering a request for leave of absence for the purpose of a holiday should include at least one of the following three 'special circumstances':

- (a) a clear compassionate element
- (b) a very significant extended family event;
- (c) parent's very restrictive employment conditions on when they can have their holiday.

**Further, these additional factors should also be taken into account:**

- (i) Any holidays already taken in the school year.
- (ii) Age of the child and national curriculum year.
- (iii) The child's general absence/attendance record.
- (iv) Proximity of SATs/GCSE examinations.
- (v) Length of the proposed leave.
- (vi) The child's ability to catch up the work missed.
- (vii) The child's educational needs.
- (viii) General welfare of the pupil.
- (ix) Special circumstances of the request.
- (x) Purpose of the leave.

**If a request for leave is authorised and the child stays away from school for more than the authorised period, the extended period of leave will be recorded as unauthorised absence and noted on your child's record. This may be used in any legal action taken for poor attendance and when issuing a penalty notice.**

**If the school refuses a request for term-time leave and your child is still taken out of school, this will be recorded as unauthorised absence and noted on your child's record. This may be used in any legal action taken for poor**

**attendance and when issuing a penalty notice.**

**For holiday requests of more than 10 school days, a school can only authorise requests in “exceptional circumstances”. The LA would advise that examples of what may be considered to amount to exceptional circumstances are cases where:**

- Forces Personnel are on leave from a foreign posting.
- Parents’ have significant employment restrictions (the school may ask for evidence from your employer).
- Significant family events or circumstances - these will be considered on an individual basis with you.

**This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter.**

**Children should attend school for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.**

*We hope that when you have read this advice you will consider that your child's education is too important to take holidays during term time.*

If you wish to talk to someone about this advice,  
please contact your school's [Education  
Attendance Officer](#) Duncan Cranna  
Tel. 01643 700853