

## **Chippenham Village Primary Schools Holiday Absence Policy**

### **Principles**

This policy has been written collaboratively by all seven Chippenham Village Heads and associated Governing Bodies in line with Wiltshire LA Guidance. All schools within the cluster will adhere to this policy ensuring consistency across all schools and clarity of information to parents.

Wiltshire Headteachers are expected to uphold the law when parents request holiday leave during term time. Schools are required to be proactive in discouraging absence.

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school on a regular and full time basis. Any absence has a detrimental impact on a child's education. Holiday absence can and should be avoided. For instance 90% attendance is the equivalent of missing half a day of school every week.

### **Requesting Holidays**

- Parents should not book a holiday until authorisation has been granted by the school.
- A request form must be completed and submitted at least two weeks prior to families taking a holiday
- Holiday applications will not be considered more than 9 months in advance.

### **Authorisation**

Only in special circumstances will holiday leave be authorised during term time.

Such special circumstances will include:

- When a family needs to spend time together to support each other during or after a crisis
- Service personnel or other employees who are prevented from taking holidays outside term time **if** the holiday will have minimal disruption to the pupil's education. In such circumstances a letter will be required from the employer.
- Extended visits overseas (outside of Europe) to visit family.

### **Headteachers will not normally authorise holiday leave if:**

A pupil has an attendance rate of 92% and below.

- During assessment weeks or National Curriculum SATs
- It overlaps with the beginning of a new term

### **Headteachers will not authorise holidays if::**

- Pupils miss the start of a new school year (i.e. September)
- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather during school holidays

### **Headteacher's Discretion**

Under the law, Headteachers have the discretion to authorise up to 10 days (20 sessions) absence for holiday in a school year. This will only be used if the above criteria are met. Parents do not have an automatic entitlement to holiday during term time.

### **Unauthorised Absence**

Where the above conditions are not met, holiday during term time will not be authorised. If parents still take their children out of school then the local authority may issue a fixed penalty notice. This is £50 per parent, per child (£200 for a family with two children). Please see LA leaflet.

Langley Fitzurse CE, Christian Malford CE, Lacock CE, By Brook Valley CE, Stanton St Quintin, Kingston St Michael CE and Sutton Benger CE Primary Schools.

Endorsed by Wiltshire Education Welfare Service.