

Holidays in Term Time

As I am sure you appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruption to school attendance not only disrupts your child's education, making it harder to catch up on work missed, it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if pupils attend regularly.

In recent years there have been increasing requests for leave of absence in term time as some parents and carers believe that pupils are automatically allowed 10 days holiday from school in any one year. This is not the case and Government guidance states that only under exceptional circumstances may the Head Teacher consider giving permission for a child to be absent from school for a maximum of 10 days in any one school year. Further to this, Liverpool Authority does not accept that leave for the purposes of a holiday is acceptable and application for such leave is always discouraged. In line with national and local guidance I would like to outline clearly when permission will **not** be granted:

- ◆ During transition times as a pupil is settling into the school
- ◆ Pupils in Year's 9 - 13 who are due to take end of Key Stages and public exam courses.
- ◆ If the pupil has an attendance record below 95%.
- ◆ If the pupil's attendance rate will fall below 95% if leave is taken.
- ◆ If the pupil already has unauthorised absences.

Additionally

- ◆ All requests for leave in term time must be in writing on the Request for Term Time leave of Absence form available from the school.
- ◆ Any granting of leave does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factor in any decisions.
- ◆ Requests will be considered by the Head Teacher/Governing Body.
- ◆ Failure of a pupil to return by the agreed date may, after a further 10 school days, result in that pupil removed from the school roll.
- ◆ Holidays taken by pupils without permission of the Headteacher may incur fixed penalty fines.