



# Bowdon C of E Primary School



## Policy for holiday requests in term time

Government legislation has made it clear that taking a holiday during term time is not an entitlement. Schools are no longer permitted to give permission for absence where there is not a valid reason (cost is not considered to be a valid reason). The number of parents asking to take holidays in term time has been steadily growing and is significant during the summer term. We try to match holiday dates with the high schools whenever possible, to try to avoid problems and parents should make every effort not to book holidays during school time. Such absences are affecting the progress of the child who is absent and can often affect the teacher's planning for the whole class. A child who has less than 95% attendance can take more than a term to catch up with their classmates (Government figures).

However, the governors and staff are aware that sometimes there are good reasons why families cannot take their holidays when the school is closed and will take this into account when considering a request. There may also be good educational reasons why a child needs to miss school; such as attending training or events for music, dance, sport or drama.

Nevertheless, parents must complete a holiday request form (kept outside the main office) before a holiday is booked or at least one month before, whichever is sooner. If a child has more than ten days absence in total during a school year, including absence for illness, the school must inform the Educational Welfare Officer and may impose a fine.

The Headteacher may grant a holiday request, if the following conditions are met:

- The child has a good attendance record
- The total time missed is less than ten school days in any academic year
- The child is making good progress academically (subject to their ability)
- There are good reasons why the holiday needs to be taken then.

Good reasons may include: exceptional family commitments, parents' inflexible working commitments or exceptional educational opportunities.

Please note that it will not be possible to set work for children who are absent from school (unless they are absent for reasons of long term illness or family crisis) or to mark work completed during the absence. Children may have to complete tasks when they return, at the discretion of the class teacher.

If there are any queries about this policy, please see the Headteacher. If there are circumstances not covered by this policy, please write to the Chair of Governors, Dr. David Reid at the school.