



# GRACE DIEU

## MANOR SCHOOL

**This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage, Pre-Prep and Junior Prep.**

### **Holidays in Term Time Policy** **(Reception – Year 6)**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

#### **WITHIN THE POLICY:**

- **Head’s Legal Guide to Absence**
- **Parents’ Rights and Responsibilities**

## **Holidays in Term Time Policy (Swans – Year 6 i.e. pupils of statutory school age) at Grace Dieu Manor School**

**‘The Head’s Legal Guide to Attendance and Absence, 1998’ states:**

***“The amount of time off, which children have for holidays in term time, is a matter of considerable concern. In many schools it amounts to as many authorised absences as are accounted for by illness. There is a general assumption amongst many, school staff and parents that such requests must be allowed automatically. However this is not the case. It should be common practice in every school to spell out exactly on what grounds authorisation will be given or refused. All leave for holidays in term time is discretionary, not an automatic entitlement”.***

This Policy discourages parents from arranging family holidays during term-time and term-time holidays will only be granted in exceptional circumstances.

Each request for term-time leave will be considered on an individual basis by the Headmistress.

Examples of exceptional circumstance are:

- a parent, grandparent or other close relative is seriously ill;
- there may have been a significant trauma in the family recently and the Headmistress might consider that an immediate holiday might enable the child to better deal with the situation;
- the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested;

In particular, parents should avoid taking their children out of School during term-time in order to go on holiday.

Permission is likely to be refused:

- if the child has already had some absence in the current or preceding term;
- it is near or during assessment /test / entrance exam times;
- it coincides with the start of the School year;
- the reason given is that the holiday is cheaper in term-time;
- the School believes that it may have a harmful effect on the child’s education

Children of School-age who are registered at a School must, by law, attend that School regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

When a child is absent from School, he or she misses not only the teaching provided but is also less prepared for the lessons after his or her return.

Schools will stress to parents the likely educational impact upon their child if extended leave is taken during term-time. Schools will also seek to explain what work the child will miss at school, how this may be addressed on return and how the parents can help the child.

Schools may also consider giving the child work to do while he or she is away.

## **Parents' Rights and Responsibilities**

Any child registered at the School must ensure regular attendance.

The regulations make it clear that parents do not have any right or entitlement to take a child out of School for the purposes of a term-time holiday.

Should the School not agree to grant leave and the parents take their child on holiday regardless then this will be counted as **unauthorised absence**.

Should leave be granted, but the child remain absent for longer than agreed, then this extra time will be recorded as unauthorised absence.

Should a child fail to return to School within 10 school days of the agreed return date and there is no contact from the parents with the School it may be that we have to consider removing a child from the School Roll. This would be very unlikely. However parents should know that, were such an instance to occur, the School would have an obligation to inform the relevant County Council (as regulated by the DfE) regarding any child out of school for an unexplained absence of 10 days or longer. \*

\*and in keeping with literature regarding Children Missing in Education.

See also: *Attendance and Registration Policy*

Reviewed MK (Sept. 2019)