



# **HOLIDAYS IN TERM TIME POLICY**

**St John's Catholic Comprehensive School**

**OUR MISSION STATEMENT**

*Excellence for all  
Service to others  
Inspired by Christ*

***This Policy was adopted by the Strategy Team***

**Owner: M O'Shea**

**Quality Assures: M Barron**

***Review date: April 2022***

***Next Review date: April 2025***

## **This policy should be read in conjunction with the school's Attendance Policy**

It is a legal requirement for children to attend school. St John's places great importance on attendance. High attendance has a positive correlation with high achievement – pupils who have the highest attendance levels often have the highest attainment levels. At St John's we want every child to fulfil their potential.

From 1 September 2013 legislation prohibited any school from authorising leave of absence for holidays except in exceptional circumstances. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

**It is therefore illegal to take children out of school for holidays during term time unless there are exceptional circumstances. There is no entitlement to any leave of absence for a holiday during term time. Schools are in session for 39 weeks per year, so there are opportunities to take children on holiday during the remaining 13 weeks.**

The purpose of this policy is to provide guidance on what might be defined as exceptional circumstances and the consequences of taking any unauthorised absence in term time as regards referral to the Local Authority and the issuing of a Fixed Penalty Fine.

Exceptional circumstances **MUST** be put in writing to the Headteacher. Examples of exceptional circumstances might include:

- Weddings or funerals of close family members.
- Consideration will be given to religious festivals – no more than 3 days in any one academic year.
- Where a holiday is recommended by qualified professionals as part of the rehabilitation of a parent's or pupil's medical issue – evidence must be supplied.

The consequences of taking an unauthorised holiday in term time to be considered are:

- The impact on the pupil's learning
- The adverse effect on the pupil's attainment levels
- Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in a prosecution by the Attendance Service.