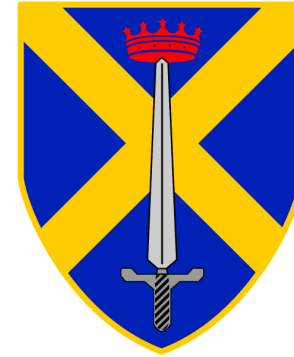


**Please  
remember,  
every  
lesson  
counts.**

Alban Church of England Middle School



**Holidays in Term Time**  
**Information for Parents  
and Carers**

**'Promoting wisdom and learning based on Christian values'**

## Policy for Dealing with Requests for Holidays in Term Time

The school is working together with our Education Welfare Officer to ensure that attendance levels do not fall and only improve. We are concerned about the number of requests for leave during term time we receive and the detrimental effect taking such holidays has on a pupil's education.

### The Law

The 2008 Pupil Registration Regulations state that "time off school for a family holiday is **not** a right. It is at the discretion of the Head Teacher to grant if they believe that the circumstances warrant it." **(The Education (Pupil Registration) (England) Regulations May 2008 paragraph 60)**

### Our Policy

**Any application for a holiday in term time should preferably be made before booking a holiday and at least 4 weeks before the date required on the form provided by the school.**

**Applications made by parents/carers of pupils whose attendance at the time of applying is below the school's attendance target of 95% may be refused and any application from a pupil with attendance below 85% will usually be refused.**

The regulations do allow for **one application of up to 10 days holiday** leave in these **special circumstances**:-

- For service personnel and other employees who are prevented from taking holidays outside term-time and the holiday will have minimal disruption to the pupil's education.
- When the family needs to spend time together to support each other during or after a crisis.
- At the discretion of the Head Teacher based upon individual circumstances.

Requests for the following reasons are unlikely to be authorised:-

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with the beginning or end of term

**No requests will be granted during internal or external examination periods.**

If a holiday request is not authorised and the holiday is still taken the school is required to inform the Education Welfare Officer.

**SCHOOLS ARE NOT OBLIGED TO PROVIDE WORK FOR PUPILS DURING HOLIDAYS IN TERM TIME.**