



# HAVERIGG PRIMARY SCHOOL

## POLICY FOR HOLIDAYS IN TERM TIME

**APPROVED BY:**

**Name:** Mrs M Narongchai

**Position:** Headteacher

**Signed:** *M Narongchai*

**Date:** 6<sup>th</sup> September 2022

**Review Date:** September 2023

The following statement has been agreed by the Governors of Haverigg Primary School.

### Leave of Absence in Term Time

Headteacher may grant a leave of absence **ONLY** in exceptional circumstances.

If parents believe that the circumstances are exceptional they must make a request to the school by filling in the accompanying form and arranging a meeting in school to explain why the circumstances are exceptional.

In considering a request, the school will take into account the child's age, the time of year of the absence and the nature of the absence.

The Headteacher will also consider the child's stage of education and progress and the child's overall attendance record.

The Headteacher will not authorise absence unless they believe the circumstances are exceptional.

Case law identifies that any holiday or event which can be arranged during school holiday periods should not be authorised during the school term.

In all cases it is important to have a discussion with the Headteacher in order to look at the individual circumstances for each child.

Parents who take their children on an unauthorised holiday in term time **could** be issued with a Fixed Penalty Notice. The amount of the fine is £60 if paid within 21 days and £120 if paid between 21 and 28 days.