

18 January 2007

Dear Parent

**Re: Holidays in Term Time and Unauthorised Absence**

Some parents arrange family holidays during term time, which can lead to problems for all concerned:

- Your child's education suffers;
- Lessons and extra curricula activities are missed;
- Continuity of project work is lost;
- There is often no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday;
- The class is generally disrupted; other pupils suffer as a result;
- You may be in breach of your legal obligation to send your child to school.

There is a common misconception that any pupil is allowed to take 10 days holiday per academic year in term time. This is not true. In certain circumstances the parent or parent(s) with whom a pupil normally resides can request leave of absence of up to 10 school days for an annual family holiday, and this **may** be authorised by the school. Only *in exceptional circumstances* can any more than 10 days be granted. The Department for Education and Skills expects us to actively discourage all holidays in term time.

Recent amendments to The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance on how schools should implement these regulations have clarified when term time holidays should, and should not, be authorised by a Head Teacher. These documents can be found on [www.dfes.gov.uk/schoolattendance/legislation](http://www.dfes.gov.uk/schoolattendance/legislation) and a summary is on the back of the new Warwickshire Holiday Request form.

The school will take into account the following when considering holiday requests:

- The pupil's current absence record
- The number of previous similar requests
- The Year Group the pupil is in
- Proximity to major tests/exams

Should a pupil's education be deemed likely to suffer unduly as a result of leave of absence, authorisation **cannot** be given by the Head Teacher.

If you are unable to avoid requesting absence during school terms, an application must be made to the Head Teacher on an application form (available from the School Office). This should be **not less than six weeks** before the absence is due to start.

A response will be sent to you within 14 days of receipt of your request. If your request is refused, but the child will still be absent from school, the absence will be recorded as unauthorised and *may* be reported to the L.A. for legal action.

**Any unauthorised absence is damaging to your child's education as well as reflecting badly on the school. Please consider this matter very carefully before making a request for absence during term time.**

Yours sincerely

P R KENT  
Headmaster