



Friday, 29th April 2022

Requesting leave of absence / Holidays in term time
Clarification of local authority and school attendance policy

Dear Parents

I would like to clarify the school's position regarding holiday or leave of absence in term time. Authorising absence is a policy decision. I have to work within the policy adopted by the Local Authority and school. All school absence is a serious matter monitored by the Local Authority, Education Welfare department and Ofsted and all school procedures are checked regularly.

Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity. Holidays should be taken in holiday time of which we have plenty of weeks available, see holiday pattern below.

Taking holidays in term time mean children quickly fall behind with their work and may require extra support to catch up. Parents taking holidays **without discussing it first or informing the school** in advance **will** result in fixed penalty fines being issued. This is £60 per child and parent rising to £120 per child and parent if not paid in 28 days. If we are not informed where a child is in school time, the child is classed as missing.

Parents may request leave of absence for exceptional circumstances. A request in writing must be submitted to the Headteacher with as much notice as possible.

Permission for a request of leave of absence will only be considered where the child:

- a) Has attendance of 97% or above at that time.
- b) Is not likely to fall behind with their work.
- c) Has not requested any other leave of absence that year.
- d) There is an exceptional reason for this request.
- e) Does not have any statutory tests at that time.

In addition to holiday absence, we have a very small number of children who persistently have time off. If a child's attendance falls below 80% the Education Welfare team will be notified and an Early Help Assessment may be offered. Parents may also be subject to a penalty fine.

I hope this explains how the school will deal with requests for leave and any holidays taken in term time.

Our attendance policy can be found on our website.

Yours sincerely,

Ms S Geddis
Headteacher

ST MARY'S R.C. PRIMARY SCHOOL HOLIDAY PATTERN 2022-2023

AUTUMN TERM

School Opens: MONDAY 5 SEPTEMBER 2022
School Closes: FRIDAY 21 OCTOBER 2022
School Opens: MONDAY 31 OCTOBER 2022
School Closes: FRIDAY 16 DECEMBER 2022 at 1.30pm

SPRING TERM

School Opens WEDNESDAY 4 JANUARY 2023
School Closes: FRIDAY 17 FEBRUARY 2023
School Opens: MONDAY 27 FEBRUARY 2023
School Closes: WEDNESDAY 5 APRIL 2023 at 1.30pm

SUMMER TERM

School Opens: MONDAY 17 APRIL 2023
School Closes: FRIDAY 28 APRIL 2023
}MAY DAY HOLIDAY
School Opens: TUESDAY 2 MAY 2023
School Closes: FRIDAY 26 MAY 2023
School Opens: MONDAY 12 JUNE 2023
School Closes: FRIDAY 21 JULY 2023 at 1.30pm

The Statutory Assessment Tests for Year 2 and Year 6 occur during May. If your child is absent on any test date then your child will not be awarded a level. The tests in Year 6 can only be taken on a prescribed day and cannot be taken at any other time.

There is no automatic entitlement in law to term time holiday. The governors have taken the decision not to authorise any holidays during term time. Any holidays taken in term time will be marked as unauthorised absence and may result in a penalty notice being issued.

INSET DAYS

THURSDAY 1 SEPTEMBER

FRIDAY 2 SEPTEMBER

TUESDAY 3 JANUARY



DIocese of Salford and
Metropolitan Borough of Rochdale
Education Committee