



Riccall Community Primary School
Coppergate, Riccall, York YO19 6PF
Tel: 01757 248234 Fax: 01757 248575
Head Teacher: Mr Jamie Llewellyn
Email: admin@riccall.n-yorks.sch.uk
www.riccallprimary.co.uk



Be the best that we can be

HOLIDAY IN TERM TIME POLICY

At Riccall Community Primary School, we recognise children's entitlement to education and better life chances. We set out to create an ethos at school which values good attendance and sets it out as a cornerstone of good attainment and achievement. This policy relates to the aspects of taking holiday in term time which subsequently affects a children's right to their education.

AUTHORITY

The Education (Schools and Further Education) Regulations 1981 states that schools have discretionary power to grant leave for the purpose of an annual family holiday during term time. The Education (Pupil Registration) (England) Regulations 2006 clarifies that the granting of a term time holiday (of up to a maximum of ten days) is subject to the "special circumstances" of the request.

STATEMENT OF POLICY

Riccall Community Primary School believes in the importance of full school attendance, whilst also appreciating that family life can be demanding and stressful. We understand that an annual family holiday can be extremely rewarding and beneficial to all. However, we would urge all parents to seek to minimise the potential disruption to their child's learning, by ~~wrapping around~~ using an existing school holiday wherever possible and after considering the key criteria listed in this policy.

Regular full school attendance is proven to enable pupils to maximise their learning and attainment at all levels. An extended absence disrupts the learning process and limits the potential attendance that the pupil can achieve. A period of 10 days absence (2 school weeks) will mean that the pupil can only achieve a maximum attendance of 94.7% for the whole academic year. We also know that children can get ill and any time off school because of illness also counts towards their attendance. Nationally, primary aged pupils are expected to achieve above 95%. In 2015, The DfE recognised attendance of 90% as a threshold of persistent absence.

Additionally, parents should be aware of key periods during an academic year when absence for any reason can be significantly disruptive and potentially damaging to a pupils learning, socialisation, self-esteem and confidence:

- The start of a new academic year often involves significant changes for all pupils i.e. new classroom, new teacher, new curriculum, new routines and processes and particularly in Reception Year, new relationships and friendships.
- Preparation for S.A.T.s examinations (during the first half of the summer term) is vital in order to ensure pupils are able to achieve their full potential.



Riccall Community Primary School
Coppergate, Riccall, York YO19 6PF
Tel: 01757 248234 Fax: 01757 248575
Head Teacher: Mr Jamie Llewellyn
Email: admin@riccall.n-yorks.sch.uk
www.riccallprimary.co.uk



Be the best that we can be

AIM AND OBJECTIVES

The aim of this policy is to provide a clear, defined process which will

- promote maximum school attendance for all children.
- give clear guidance and information to enable parents to make informed choices prior to requesting leave of absence during term time.
- use a transparent, consistent framework of criteria in order to determine whether such absence will be authorised or unauthorised.
- be applied equally and with due care and consideration in all instances.

RESPONSIBILITY

The Governing Body has a responsibility to set an annual target for pupil absences and to have systems in place to help achieve that target.

The Headteacher is responsible for monitoring pupil attendance and working with the various parties to ensure all children are safeguarded.

Each class teacher has a responsibility to ensure that registers are maintained accurately and to inform the Headteacher of noticeable absence patterns.

ADDITIONAL GUIDANCE

Requests for Holidays during Term Time

Riccall Community Primary School will not routinely grant permission for holidays or extended leave to be taken in term time and actively discourages parents/carers making an application for term time holidays/extended leave except in "special or exceptional circumstances".

"Special or exceptional circumstances" may be defined as:-

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed in writing by their employer
- A family member is seriously ill
- There has been a death or significant trauma in the family and a holiday may help the child cope better with the situation

Riccall Community Primary School will not grant permission for holidays to be taken in term time:

- **For any absence that is more than 10 sessions (5 days)**
- During transition time (i.e. first 6 weeks of a new academic year)
- During preparation time for public examinations (S.A.T.s) – (half term following Easter up to mid May)
- When the pupil's attendance was below 95% during the previous term (or last academic year if request is made during the first term of a new school year)



Riccall Community Primary School
Coppergate, Riccall, York YO19 6PF
Tel: 01757 248234 Fax: 01757 248575
Head Teacher: Mr Jamie Llewellyn
Email: admin@riccall.n-yorks.sch.uk
www.riccallprimary.co.uk



Be the best that we can be

Procedures

Riccall Community Primary School will ensure that all parents/carers receive a copy of this Holiday in Term Time Policy which forms part of the School Attendance Policy.

- Parents/carers will be required to complete a holiday request form available from the school office and return it to school before booking a term time holiday, at least 6 weeks prior to the proposed date of the holiday.
- Parents/carers may be invited to attend an interview with the Headteacher to discuss their request for a term time holiday.
- Parents/carers will normally be notified of the outcome of their application for a holiday in term time within 10 school days of the date of their application.
- When a holiday in term time is agreed by the school, the absence will be recorded as 'H' (family holiday agreed) on the school attendance register. This will mean that the absence has been legally recorded as 'authorised'.
- If the holiday in term time is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'G' (family holiday not agreed). This will mean that the absence has been legally recorded as 'unauthorised'. Parents/carers should be aware that the Anti-Social Behaviour Act 2003 introduced provisions for fixed penalty notices to be issued for 'unauthorised absences'. In line with the latest guidance, the school will automatically pass on any absence of over 10 sessions (5 days) to North Yorkshire County Council so that a fixed penalty notice can be issued.

SUPPORTING DOCUMENTATION

- DfE Guidance on Safer Recruitment and Safeguarding
- The Education (Schools and Further Education) Regulations 1981
- The Education (Pupil Registration) (England) Regulations 2006
- Every Child Matters framework
- Whistleblowing Policy
- Safeguarding Policy

Signed (Headteacher): J Llewellyn

Date: 22.2.23

Signed (Chair of Governors): M Sheedy

Date: 22.2.23