

## Letter to all Parents about Term Time Leave

Dear Parent/Carer,

### Re: Family Holidays and Special Leave in Term Time

I am writing to remind you of Moreland Primary School's policy about holidays during term time.

The law requires parents to ensure their child's regular attendance at school and normally we would not expect you to take your child out of school for a holiday. There is no automatic right to a holiday in term time.

When considering the timing of your family holiday, please remember the following:

- A two week term time holiday will mean that your child misses out on 10 literacy lessons and 10 numeracy lessons.
- Research shows that children often do not catch up from work missed – this could have serious consequences for their learning and progress.
- Your child's term time holiday could affect other pupils - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- There are 175 non-school days in each year for holidays, cultural experiences and family time.

If after these considerations you feel it is absolutely unavoidable to take your child on a holiday or special leave of absence in term time, you must make an application in advance. Forms are available from the school office and we request that you apply 4 weeks in advance of any proposed holiday or special leave.

The local education authority and the national government strongly discourage schools from allowing term time holidays. While you can be assured that each request will be considered on its individual merits, our practice is to only authorise holidays and leave in exceptional circumstances.

If we do agree to a holiday or leave in term time, it is very important that your child comes back to school on the date agreed. Failure to return could result in your child being deleted from the school roll or legal action being taken against you for the absence. Our school has a duty to keep children safe and this includes knowing where they are.

If you withdraw your child for a holiday during term time and we have not agreed to it, this absence will be unauthorised and could result in a penalty notice (a £60-£120 fine) or a summons to court.

Our aim is to ensure our pupils receive the most from their education and I hope we can count on your support in this matter.

Yours sincerely,  
Catherine Lawrence  
(Head Teacher)

### Application for Leave of Absence in Term Time

Parents and carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
- Other pupils' education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

There are 195 school days in a year – this leaves 170 days out of 365 for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the head teacher.

**Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.** Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Pupil's Name \_\_\_\_\_ Year Group/Class \_\_\_\_\_

Home Address \_\_\_\_\_

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School \_\_\_\_\_ Date of Return to School \_\_\_\_\_

Total number of school days missed \_\_\_\_\_

Reasons for absence from school (please continue on other side if needed):

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***I am making an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance.***

Name of Parent/Carer making application \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**