



School Mission Statement

Our Mission at St. Anne's is to Live, love and learn together with Christ.
As a Catholic school the foundation of all we do is based upon Christ and His Gospel values of Love Peace and Justice.
We will strive to ensure that the members of our community are happy and fulfilled in their lives at school.

Purpose

The purpose of this policy is to minimise the amount of time lost to term-time holidays in order to maximise the educational potential of every child. This can be achieved with the support of parents / carers by ensuring holidays in term time are not taken in school time unless there are exceptional circumstances. There are 175 days each year when your child is not in school. Absence for any reason during term time interrupts a child's education and disrupts educational progress.

The law says that parents / carers do not have a right to take their child out of school for a holiday during term time. St Anne's Catholic Primary School will not routinely grant permission for holidays.

Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) Regulations 2013. These amendments, as described below, came into force on 1st September 2013.

The Education (Pupil Registration) (England) (Amendments) Regulation 2006 allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "exceptional circumstances" of up to ten school days per year.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

All requests will be treated on a case by case basis. Parents / carers should submit their requests six weeks prior to the leave of absence where ever possible. Parents / carers are advised that holidays should not be booked until approval has been given.

Parents / carers will be notified in writing of the decision within 10 school days of an application.

Exceptional Circumstances

Where a parent / carer applies for leave for absence the headteacher will consider it under exceptional circumstances. Exceptional circumstances are:

- Service Personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parents or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.

- To attend a wedding, funeral or graduation of a person close to the family.
- Religious ceremonies.
- Any exceptional and unforeseen circumstances that fall outside of the above.

Not exceptional circumstances

- Money saving

Supporting documentation will be required in all cases and should be submitted at time of request.

If a request meets the exceptional circumstances but falls within the following times the Headteacher must be convinced that absence from school is the only option:

- The period of leave coincides with the first two weeks of the academic year.
- SAT's, Optional Sats, Phonics Screening weeks, or other significant events in the school calendar.
- When pupil's attendance has been below 95% for the previous 20 weeks.
- The pupil already has unauthorised absence.
- Pupils educational needs

Parents may be required to attend an interview with the headteacher to discuss the request.

Legal Implications

Where a pupil is taken out of school for the purpose of a holiday in term time without the prior permission of the school, the parents/carers of the pupil may be issued either with a warning letter from the Education Welfare Officer indicating that any further unauthorised absence taken as a Holiday in Term will result in a £60 Penalty Notice per parent per child or be issued with a Penalty Notice after consideration of the circumstances and previous attendance record. If a Penalty Notice is issued and the notice remains unpaid after 28 days the penalty increases to £120. If the Penalty Notice is not paid after 42 days the local authority will commence legal proceedings under section 444 (1) of the 1996 Education Act in the Magistrates Court.