

Holidays in term time – Parental information sheet

We cannot and will not authorise school (or other educational establishment) absence purely for the reason of a family holiday.

If you feel you have an exceptional circumstance you must speak to us prior to making any arrangements or taking any absence.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school. There is, however, a discretionary power held by Principals to authorise absence in exceptional circumstances.

Please note: This is not an entitlement and a family holiday is not an exceptional circumstance.

We will only authorise absence in line with the East Riding Behaviour and Attendance Partnership 'Absence From School For Exceptional Circumstances Policy'.

We will not authorise absences if we believe it is to the detriment of a child's education.

Please note: That supporting documents to aid decision making must be submitted at the time of your request for absence.

Please note also: We advise that you do not plan for your child to be absent from school without gaining prior agreement from us first. We cannot retrospectively authorise absence from school under any circumstances.

If your request is authorised, you are required to ensure your child catches up on any missed schoolwork. This is your responsibility, and we are not obliged to provide work for your child to complete.

Any unauthorised absence will be recorded on your child's attendance records.

This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

In order to acquire authorisation for you to remove your child from school you will need to fill in a request form and then either post or return it to the school for the attention of the Principal. This is available through the academy, on our website or at: <https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/>

The evidence you will need to provide depends entirely on what type of leave from school you are applying for.

- A wedding abroad needs evidence of the event and can include invitations and evidence of travel/accommodation reservations.
- For time off to attend a funeral you may even be required to provide a death certificate.

The evidence you will be required to provide will be specifically asked for by the school. If you are unable to provide evidence then the request will be refused.

In order for consideration to be given, requests for absence must be for exceptional circumstances only.

We must follow the law, the provision for the Principal to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance.

Exceptional circumstances could include:

- 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 parent 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 or funeral of a person close to the family*

*Please note: Evidence would be required in each case.

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

- The first half term of any academic year (applies to all pupils)
- Year nine options time (for pupils in year nine)
- At any time during years 10 and 11 (for all pupils in these year groups)

If you ignore a declined request

If your request is declined, and you still take your child out of school, each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school.

If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000. Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact us to discuss this.

Please note: We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. The Principal cannot retrospectively authorise absence from school under any circumstances.

Appeal against a declined Holiday request – If your holiday request has been declined, you do have the right of appeal.

Please outline in writing to the Principal of the academy, any additional evidence you feel should be considered in relation to the exceptional circumstances. This must be submitted within 10 working days of the initial refusal.