

Criteria for granting permission for holidays in term time

Holidays in school time: Government guidance states that 'under exceptional circumstances' the Head Teacher may consider giving permission for a child to be absent from school for a maximum of ten days in the school year.

Permission will not be granted:

If the pupil is due to take a public examination during the holiday period (SATs or GCSE)

If the pupil has an attendance level that is, or would fall to an unacceptable level should the holiday go ahead, it would therefore be in contravention of the school's attendance policy.

If a leave of absence has already been taken in that academic year

If the request for absence is at the start of the Autumn term – i.e. all holidays during September will be 'unauthorised'.

Fixed penalty fines: £60 per child per parent if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28 day period the Local Authority must either prosecute for the offence to which the notice applies or withdraw the notice.