



### DRET Holiday in Term Time Policy

#### Introduction/Overview

The Trust is committed to maintaining an overall attendance of 95% in line with Ofsted guidelines. Regular attendance at school is at the heart of the Every Child Matters agenda and the drive to raise attainment. "A holiday is an absence."

There are 190 statutory school days a year; so there are 175 other days (weekends and school holidays) available for holidays which would not have a negative effect on a child's education.

For this reason, and in line with new regulations coming into force on 1<sup>st</sup> September 2013, no holidays will be authorised in term time except in very exceptional circumstances.

**"Every day, half-day and lesson matters."**

Policy			
Version	Date Approved by Trustees	Date Released to Academies	Next Review Date
V1.0	28 June 2016	1 September 2016	January 2018

## 1. Purpose

Following an application for a term time absence, the Principal or member of the senior leadership team should initiate a discussion with parents/carers in order to accurately assess the request and outline the wider implications. This can also include the academy's named governor for attendance.

If an absence is taken without the academy's permission or if a child fails to return by the agreed date, this will be recorded as unauthorised absence and noted on the child's records. The academy may take the child off roll, after consultation with the named Education Welfare Officer.

If a pupil's/student's attendance continues to be an issue, having been absent in term time, the academy can consider a variety of initiatives, one of which may be a penalty notice. The penalty notice fine has increased to £60 if paid within 21 days or £120 if paid after 28 days. If a penalty notice is not paid, there may be a prosecution in court.

## 2. Procedure

Some advice on ways to emphasise the importance of full attendance follows in Appendix 2.

The Trust may alter or adapt this Policy, and any components of it, at any time provided it notifies the Chairs of the Local Governing Bodies.

## 3. Resources

### What the Law says

Amendments to the 2006 regulations mean that the Head teacher/Principal no longer has the discretion to allow absence for a family holiday or extended leave and the previous statutory threshold of ten school days has been removed. The amendments make clear that Head teachers/Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers/Principals should determine the number of days a child can be away from the academy if the leave is granted. A copy of Department for Education's guidance can be found:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

The Director of Academic Studies will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.

This policy does not form part of any employee's contract of employment. The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chair of the Local Governing Bodies.