

Term Time Holiday

TAKING A HOLIDAY DURING TERM TIME

A GUIDE FOR PARENTS

FREQUENTLY ASKED QUESTIONS

Am I entitled to take my child out of school for a family holiday?

- No. Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis
- The Education Act 1996 makes it a criminal offence for a parent to “fail to secure their child’s regular school attendance at the school”
- Our view is no term time holidays should be approved
- Headteachers must not grant any leave of absence (holiday) during term time unless there are exceptional circumstances
- Parents do not have entitlement to take their child out of school for a holiday in term time

If we decide to take a holiday during term time what must we do?

- The parent/carer with whom the child resides must apply in writing to the headteacher where the child is registered
- The letter / application must explain the exceptional circumstance surrounding the request for the leave of absence

What will school do then?

- The headteacher will determine whether the exceptional circumstance applies, if not the application will be declined
- Only the headteacher (or the Deputy) has the power to approve leave of absence applications. When making a decision the headteacher will take in to consideration Welsh Government guidance on this matter (All Wales Attendance Framework) (2011)
- Each academic year , schools inform parents/carers via a letter, newsletter, or school web-site that they may receive a Fixed Penalty Notice if their child has unauthorised absences (10days or more) in term time
- You will receive a written response from the headteacher (or the Deputy) letting you know if your application has been approved
- **If the holiday goes ahead after the application has been declined the absence will be recorded as unauthorised**