



# Holidays and Leave in Term Time

Every Day Matters

Information for Parents and Carers



Directorate for Children and Young People





## Requests for Holiday or Extended Leave in Term Time

Before making a request for a holiday or extended leave it is important to note that:

- as a parent you do not have an automatic right to take your children out of school during term time. (The school may refuse permission if it feels the absence is not justified or might be harmful to your child's education);
- children make best progress at school through regular and punctual attendance;
- children of compulsory school age have to attend school for 190 days per year (which leaves another 175 for weekends and holidays).

### Holiday Requests

Before a request for leave of absence is made to school, you should consider carefully the possible effect on your child's education.

The length of any requested holiday should not exceed two weeks in any school year. The school may require a meeting with you to discuss the necessity of more than two weeks absence.

The school will consider a number of factors before granting permission. These include:

- your child's attendance record;
- whether or not your child is due to take any major examinations;
- the reasons for wanting to take leave during term time;
- the length and purpose of the holiday;
- the likely impact on your child's education - will they be able to catch up?

### How to ask

You should not book the holiday until permission has been granted by the school. Requests for holidays or extended leave of absence should be submitted on the standard application form, which is available from the school. All sections of the form should be completed, with the date of your child's return to school clearly entered.

Only then will the school be able to consider the request. If permission is granted, you can help to minimize the disruption to your child by maximizing the educational potential of the holiday. This could include:

- encouraging the keeping of a diary or log book;
- asking your child to draw pictures of places and events of particular interest;
- collecting brochures, postcards, etc of places visited;
- taking photographs;
- preparing a report for their teacher, their class or their school magazine/web site.

### Removal from School Roll and Fixed Penalty Notices

If your child fails to return by the agreed date, a referral may be made to Children's Integrated Services. If the family cannot be contacted by Children's Integrated Services and **there is a continued absence of 2 weeks (20 school sessions) your child's name may be removed from roll with no guarantee of re-admission.**

Depending on the circumstances of a late return, or a holiday taken without authorisation, it is possible that Lancashire Children's Services Authority might issue a Fixed Penalty Notice.