



Harcourt Primary School

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16th May 2018

Dear Parents/Carers

REF: Authorisation of Term Time Holidays

I have recently been contacted by a number of parents requesting authorisation to take their children on holiday during term time. I therefore feel it would be useful to clarify the school's policy and legal stance around this.

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. The Department for Education allows a Head Teacher the discretion to consider authorising a holiday in term time only in "exceptional circumstances". If you consider that your request for a holiday is exceptional you will need to write to the head teacher explaining what exceptional circumstances apply.

A response will be sent to you within five working days of receipt. If the holiday is not considered to be an exceptional circumstance by the school, and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised.

PLEASE NOTE: If your request for leave of absence has not been authorised and you take your child out of school during term-time, you may be subject to a fixed penalty notice issued by the Educational Welfare Service.

This means that, in the case of an unauthorised absence, the Education Support, Behaviour & Attendance Service can be notified and a Penalty Notice will be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All holiday requests must be made in writing to the school at least 14 days before the start of the holiday. Holidays cannot be authorised retrospectively. The circumstances of each individual request will be taken into account.

I do hope this clarifies the issues around term time holidays, however if you would like to discuss this further please do not hesitate to contact me.

Yours sincerely,

Anthony Silk -
Headteacher



Head Teacher: Mr A Silk

"The continued success of the school is based on detailed knowledge of the pupils and an unwavering determination to enable them to achieve as well as possible" – Ofsted February 2017