

**Please remember
every lesson counts!**



**Kempston Schools Policy
on
Holidays in Term Time**



Hastingsbury Business and
Enterprise College

Daubeney Middle School
Robert Bruce Middle School

Bedford Road Lower
Balliol Lower
Camestone Lower
Springfield Lower



Joint Policy for Dealing with Requests for Holiday in Term Time

Good attendance is essential if children are to make good progress with their learning and establish good habits for the rest of their lives.

The schools within Kempston have an agreed attendance target of 95% and aim to achieve this by operating an attendance policy within which everyone living in Kempston, children, staff, parents and the Education Welfare Service, can work in partnership.

Kempston schools are concerned about the number of requests we receive for leave during term time and the detrimental effect taking such holidays has on a pupil's education. As a result we have agreed a joint policy for such requests. Term time holidays have a detrimental effect on a child's education and if coupled with unavoidable reasons for absence such as illness will result in pupils not achieving the 95% attendance target we have set.

The Law

The 2008 Pupil Registration Regulations state that "time off school for a family holiday is not a right. It is at the discretion of the Headteacher to grant the holiday if they believe that the circumstances warrant it." **(The Education (Pupil Registration) (England) Regulations May 2008 paragraph 60)**

Kempston Schools' Joint Policy

Kempston schools will code **all** holiday applications in term time as "unauthorised", unless there are special circumstances*.

Any application for a holiday in term time should be made, in writing, via the application form, **prior** to booking a holiday and at least 4 weeks before the date of departure. You may be asked to attend a meeting to discuss this request with the Headteacher or another senior member of staff.

Parents may be subject to a penalty warning letter if a pupils' attendance falls below the schools' 95% target.

*These special circumstances ('Keeping Pupil Registers) May 08' paragraph 61) include:

- For service personnel and other employees who are prevented from taking holidays outside term-time where the holiday will have minimal disruption to the pupil's education.
- When the family needs to spend time together to support each other during or after a crisis.
- At the discretion of the Headteacher based upon individual circumstances.

Requests for the following reasons are not accepted reasons for taking pupils out during term time, and will result in not only the holiday being "unauthorised" but parents possibly being issued with a penalty warning letter or fixed penalty notice:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday period
- Overlap with the beginning or end of term

No requests will be granted during internal or external examination periods.

Any application from a pupil with attendance below 85% may result in involvement of the Education Welfare Service and may be subject to a £50 Fixed Penalty Notice. The Penalty Notice is £50 if paid within 28 days or £100 if paid after the 28 days but before 42 days (per parent, per child). If the parent/carer does not pay the Penalty Notice it may lead to prosecution.

SCHOOLS ARE NOT OBLIGED TO PROVIDE WORK FOR STUDENTS DURING HOLIDAYS TAKEN IN TERM TIME.