

December 2011

Dear Parent/Guardian

Holiday in Term Time

In line with county guidance, "Family Holidays in Term Time", the school would like to draw your attention to the school's attendance policy and in particular the section on parental requests for holidays. School policy reads:

"Time off school for family holidays is not a right. Schools have discretion to allow up to 10 days absence in a school year if they believe that the circumstances warrant it. Such special circumstances are defined as:

- **Service personnel and other employees prevented from taking holidays outside term time if the holiday will have minimum disruption to pupil's education.**
- **When a family needs to spend time together to support each other through a crisis."**

("Family Holidays in term time" guidance, produced by Gloucestershire LA.)

The school follows the guidance issued by the DCSF (Pupil Support DfES circular 10/99) that parents should not normally take children on holiday in term time. Application for a term time holiday must be made with at least two weeks' notice, or it will automatically be unauthorised. Parents must realise that taking holidays during term time is not beneficial to their children's education and should be avoided. No parent can demand leave of absence for the holiday as a right.

School can agree not to authorise a holiday, parents should be aware that a penalty notice may be issued for periods of unauthorised holiday.

Holidays over ten school days in length are considered unauthorised and will be recorded as such unless circumstances are *very exceptional*, in this case they would be recorded as "extended leave of absence".

Cleeve School's attendance policy can be accessed on our school website.

Yours sincerely



**Mr L Edwards
Acting Assistant Headteacher**