



KING JAMES I ACADEMY

Term-Time Holiday Policy

Date adopted by Governors: September 2018

Last Review: September 2023

Next Review: September 2024

Term-Time Holiday Policy

1. Term-Time Holiday – Authorised/Unauthorised

- 1.1 When making an application for leave of absence during term time, please be aware that from 1st September 2013 Headteachers are not able to grant any leave of absence during term time unless there are 'exceptional circumstances'.
- 1.2 You will need to complete a leave of absence application from and outline the reasons why you feel your application should be regarded as 'exceptional'. Following the submission of your form, you will be notified as soon as possible of the Headteacher's decision. Please note that leave of absence authorisation is entirely at the Headteacher's discretion and if authorisation is granted, the number of days to be authorised will also be determined by the Headteacher.
- 1.3 Parents/carers should be aware that if a requested leave of absence is not authorised, but you still take your child out of school or you keep your child away from school for a longer time than authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.
- 1.4 Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. Fines will be issued to each person with parental responsibility for the child/children in question.
- 1.5 In a Rolling Year a student must have over 95% attendance after the intended absence to be considered for the "exceptional circumstances".

2. Your Questions Answered:

2.1 What are these 'exceptional circumstances' then if my much-needed family holiday wouldn't count?

*Circumstances that **may be** considered "exceptional":*

- Parental employment circumstances (service personnel, other work commitments)
- Compassionate circumstances (significant family illness, bereavement, funeral, family crisis)
- Other 'one off' unusual circumstances/events (prison visit/wedding)

*Circumstances that **may not be** considered "exceptional":*

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with the beginning or end of term
- Birthday of pupil or family member
- Poor weather experiences in school holiday periods