



Education Welfare Team

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Leave of Absence in Term Time

**A guide to planning holidays
around your child's education**

**Trafford CYPS are supporting schools to reduce
the amount of holidays taken during school time.**

Thinking of going on holiday

Before arranging a family holiday parents should consider the following information:

Legislation states clearly that Parents **do not have a right** to take their children on holiday during school time.

Head Teachers have the discretion to authorise leave of absence **in exceptional circumstances only.**

The school has a procedure for dealing with requests for leave of absence.

Requesting leave of absence

Each request will be judged individually. In considering your request the Head Teacher is likely to consider:-

- ✓ The age of the child
- ✓ The child's educational progress
- ✓ The overall attendance of the child
- ✓ Whether it coincides with SATs or GCSE examinations

Children and young people deserve the best start in life that we can give them. Help them achieve it by ensuring their regular and punctual attendance at school.

What is not acceptable

Head Teachers are advised not to authorise leave taken for the following reasons:

- ✓ Availability of cheap holidays
- ✓ Availability of a desired location
- ✓ Poor weather during school holidays
- ✓ If the child is likely to miss SAT's or GCSE tests.

Penalty Notices

If a child is taken on holiday without prior authorisation, or without any authorisation the school can request a Penalty Notice.:

Penalty Notice Charges

The cost of a Penalty Notice is £60 per child for each parent if paid within 21 Days.

If not paid within 21 days the charge increases to £120 if paid within 28 days.