



**NEWBARN'S PRIMARY AND NURSERY SCHOOL**  
Risingside, Barrow-in-Furness, Cumbria LA13 9ET  
TELEPHONE 01229 877442 FAX 01229 814860  
WEBSITE [www.newbarns.cumbria.sch.uk](http://www.newbarns.cumbria.sch.uk)  
EMAIL [admin@newbarns.cumbria.sch.uk](mailto:admin@newbarns.cumbria.sch.uk)



HEADTEACHER Mr G. R. Birkett  
DEPUTY HEADTEACHER Ms F. J. Wilson  
BUSINESS MANAGER Mrs D. J. Burrow



## **Criteria for Considering Authorising Holidays in Term Time**

There is no automatic right for parents to take their children on holiday in term time. Holidays may be authorised at the discretion of the Head teacher. In the interests of fairness, some of the questions we ask when considering the request are:-

### **• Is attendance currently above 95%?**

(Data from the previous year is used if the request is received early in the school year. It is not recommended that a holiday be authorised when attendance is below 95% at any time. ***A pupil with 100% attendance who takes a 10 day holiday and has no other time off will only achieve 94% attendance by the end of the school year.***)

### **• What impact will the period of absence have on the child's educational and social development?**

(There may also be specific times during the school year when leave may be detrimental to all pupils and therefore would not be authorised, e.g. during transition periods (September) or prior to or during SATS (April/May))

### **• Has the holiday been requested in advance?**

(Holidays cannot be authorised retrospectively. The use of a request for absence in term time form (available from the school or its website) is required, or at least a verbal discussion with the appropriate staff. (Head teacher or Deputy.))

### **• Have parents provided a special reason why the holiday cannot be taken during the school holidays?**

(Holidays of up to 10 days may only be authorised in special circumstances. The availability of cheap holidays, preferred location or weather conditions are not special circumstances. (Since September 2013 only leave requests which demonstrate exceptional circumstances may be authorised, subject to Parliamentary approval.)

### **• Have parents stated work commitments as a reason for requesting leave?**

(If so, they should provide evidence from their employer, ***along with the request for absence form***, so school can use this information to consider authorising the leave.)

**• Is the period of leave requested for a period longer than 10 days?**

(This is a request for extended leave. In order to authorise leave of more than 10 days school must satisfy themselves that exceptional circumstances exist and this decision will be deferred to the Chair of Governors.)

**• Has the pupil already had a holiday during this academic year or during a previous year?**

(By definition, special circumstances should only occur occasionally and not on an annual basis. Exceptional circumstances should occur very rarely during a pupil's school career (e.g. once during primary school.))

**• Have the parents provided a return date?**

(This should be provided in all cases for safeguarding reasons.)

**• Has the leave request been dealt with fairly and consistently and in line with the whole school attendance policy?**

(The whole school attendance policy is shared with all parents (requested via the school office/school website). Information about the school's policy is shared with parents during induction meetings.)

**• If the leave request is to be recorded as unauthorised does it meet the criteria for a penalty notice?**

(The use of penalty notices must be sanctioned by the governors and documented in the whole school attendance policy.)

The absence request form, including the completed school section, will be photocopied and returned to parents, along with a summary of the child's attendance this academic year, or of the previous year. **It is worth remembering that a holiday is an avoidable reason for absence which could contribute to increased levels of persistent absence as well as overall absence.**