



## Pulham CE (VC) Primary School

### HOLIDAYS IN TERM TIME

Joint statement from the Headteachers of the Harleston Cluster of Schools.

*'As a cluster we are aiming to increase our pupil's attendance and related achievement. We take attendance very seriously and take each application for absence individually. Therefore all the schools in the Harleston Cluster have adopted similar and consistent approaches within their attendance policies.'*

#### **The importance of good attendance**

Good attendance is recognised and celebrated in our schools.

As a Primary School our role includes encouraging our pupil's to develop:

- a love of learning,
- a strong work ethics
- a sense of well being
- a feeling of inclusion
- their personal self-esteem.

Any absence leads to a break in learning. It is hard to catch up on missed work when everyone else has moved on. Equally, the learning of others is disrupted if missed work is re-taught.

**Every family should aim for 100% attendance.**

95% attendance should be the minimum target for every individual.

90% attendance means this is equal to:

- Missing half a day every week
- Missing over four weeks of school in the year
- Missing half a year of school over a five year period.

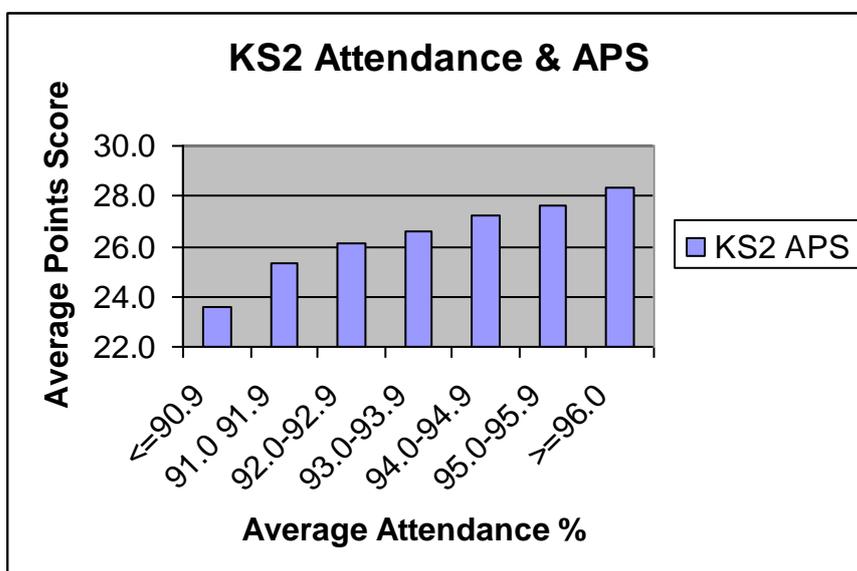
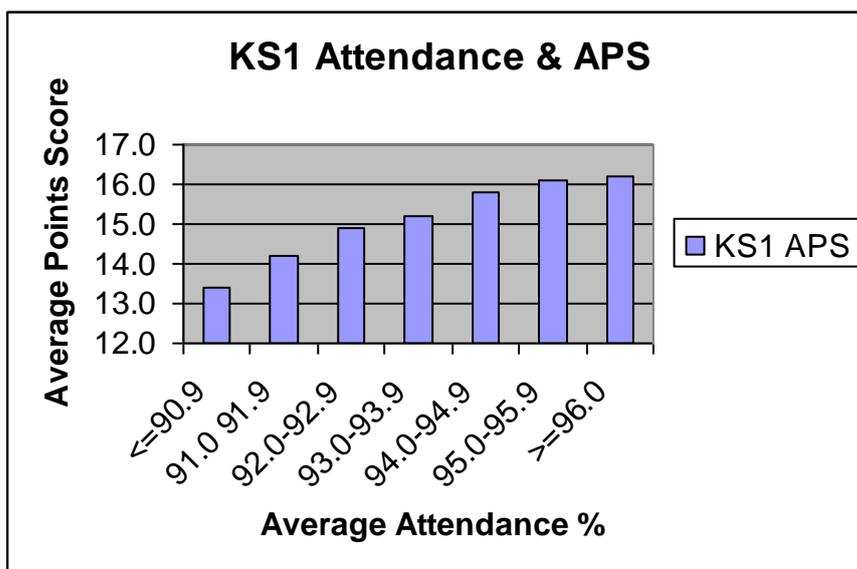
So even 90% attendance is not good enough.

The school's SATs results clearly show the relationship between good attendance and good attainment.

There is a strong statistical link between attendance and attainment; pupils with high attendance levels tend to have high levels of attainment whereas those with low attendance levels tend to have low attainment levels.

### Attendance and Achievement at Primary Level

The following graphs indicate a relationship between school attendance and achievement measured by average points scores.



The graphs have been produced by taking the overall attendance for each Norfolk school, together with their average points score at the relevant Key Stage, and banding them appropriately. (NB attendance is for the whole school, not just the year groups undertaking SATs.)

### Holidays in Term Time

The Harleston Cluster Schools have adopted a policy in line with the Department for Education June 2008 guidance on applying the Education Pupil Registration Regulations (2006).

Punctual and regular attendance is an essential requirement for successful learning. Student's attendance records are passed on through all their schools and to prospective employers/colleges.

It is important to realise that time off school for family holidays is not a right. There is however a discretionary power to allow leave of absence for up to 10 days in any academic year (September to the following July) for the purpose of annual family holidays, provided there are **exceptional** circumstances pertaining to such requests. Most applications for holidays during term time are likely to be refused.

After considering previous attendance records and with regard to a student's particular stage of study, As a member of the Cluster Pulham CE (VC) Primary School may agree to authorise up to 10 days "holiday leave" in special circumstances such as:

- a. for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- b. when a family needs to spend time together to support each other during or after a crisis.

Holidays should not be taken in term time for the following reasons, and these are likely not be authorised by the school:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

### **Procedure**

Parents or guardians wishing to apply for authorisation for a holiday during term time should complete the school's Absence Request Form, which is available from the Office or our website. The Absence Request Form should be returned to the Headteacher.

Parents should submit the form for holidays in term time with the school before making any holiday booking. It is the parents/carers responsibility to ensure that confirmation from the school is obtained before booking any holidays. Parents/carers should not assume permission is granted until they receive written confirmation from the school about their holiday request.

After due consideration of a written request for absence for a holiday during term time, the Headteacher will write to the parents/carers informing them whether their request has been authorised.



## Absence Request Form



Punctual and regular attendance is an essential requirement for successful learning. Student's attendance records are passed on through all their schools and to prospective employers/colleges.

There are 175 non-schools days a year. This gives families the opportunity to

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

The school may authorise absence for **exceptional circumstances**, such as:

a. for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and

b. when a family needs to spend time together to support each other during or after a crisis.

The availability of cheap holidays is not considered a special circumstance.

The Government and Norfolk County Council state that parents should not normally take children on holiday in term time. Time off school for family holidays is not a right, and is at the discretion of the school.

Where there are special circumstances the school may authorise up to a maximum of ten days leave. If you believe there are strong reasons why your holiday request should be considered, please complete the following application form. Please be aware that in most cases the holiday will not be authorised.

Previous attendance records will be used by the Headteacher in considering individual requests. The pupil's stage of education, the proximity of any exams, and the disruption the holiday would cause to their education, will also influence whether a holiday request is authorised. If parental employer restrictions influence an application, the school asks that confirmation of this is provided by the employer.

The Governors would like to stress that in most cases time off during term time for holidays will not be authorised by the school.



## Pulham CE (VC) Primary School



### Request for Student Absence During Term Time

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

**Absent from:**

(First day)

\_\_\_\_\_

**To:**

(Last day)

\_\_\_\_\_

**Number of school days missed:**

\_\_\_\_\_

Explanation as to why this is an **exceptional circumstance** (please ensure you have read the notes overleaf):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child/ren have any siblings attending another school in our Cluster?

Yes/No\*

**\*Delete as appropriate**

If yes please state which school

\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

