



VIRGINIA PRIMARY SCHOOL

GOVERNORS' POLICY ON HOLIDAYS AND LEAVE IN TERM TIME

Holidays

Parents are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. The Tower Hamlets policy is that holidays in term time should not be agreed.

Other Reasons

Requests for leave in term time for other reasons should only be agreed in **exceptional circumstances** and for the shortest possible period. An exceptional circumstance would be an event that directly impacts on the child/ren i.e. something traumatic affecting a parent/carer.

The governing body has authorised the Headteacher to act on its behalf. The governors also expect applications for leave in term time other than for holidays to be refused. In exceptional circumstances discretion may be appropriate, although this will **very rarely** happen and if granted no more than 10 days will normally be agreed.

Applications

Parents must complete a form available from the school at least 10 days in advance. They should provide supporting evidence of the exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, **including how the pupil's educational progress and social/emotional well-being could be affected.**

Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks absence, the pupil's name will be removed from the register. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

Penalty Notice Scheme

The governors of Virginia Primary School adopted the Tower Hamlets Penalty Notice Scheme in October 2012. This means that should you take unauthorised leave you will be issued with a penalty notice requiring each parent to pay up to £120 per child. Please see the attached sheet for further information.

I have read and understood the governors' policy above.

Name of pupil _____ **Date of birth** _____

Signature of parent or guardian _____ **Date** _____

Copy for parent, copy for pupil's school records

APPLICATION FOR LEAVE FOR EXCEPTIONAL REASONS

Part I - to be completed by the parent/carer

Pupil's name: _____ Form: _____

Date of birth: _____

Address: _____ Telephone: _____

Email: _____ **Mobile:** _____

Last day of attendance in school: _____ Return date: _____

Please give details of the exceptional reasons for this application and attach any supporting evidence:

Part 2 - to be completed by the school

(i) This application has not been approved because there is insufficient evidence that the leave must be taken in term time.

Headteacher's signature: _____ Date: _____

Please change your arrangements. If your child's school place is lost, you will have to re-apply for a place and your child may not be able to return to this school.

OR

(ii) This application been agreed for _____ school days. Your child must return to the school on:

No reminders will be sent. It is the parent's responsibility to notify the school of any future changes in circumstances.

Parent/carer's signature: _____ Date _____

Headteacher's signature: _____ Date: _____

Copy for parent, copy for pupil's school records