



St Joseph's Catholic Primary School, Bingley

Holidays in term time

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. If a child has two weeks off per year for holidays in addition to normal absences for sickness, they will have lost the equivalent of a full year's schooling over the course of their education. The Governors of St Joseph's and Bradford Council expect all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. Amendments made to Education (Pupil Registration (England) Regulations 2006) remove references to family holiday and extended leave, as well as the statutory threshold of ten school days.

The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. This does **not** include holidays. Headteachers/governors should determine the number of school days a child can be away from school if the leave is granted.

Each parent who fails to ensure their children's regular attendance at school may have to pay a Penalty Fine of £60 (per parent, per child) issued by Bradford Council, if they pay within 28 days; or £120 if they pay within 42 days.

The Governing Body will not authorise any holidays during term time. Leave of absence will only be granted if there are exceptional circumstances. Each case will be dealt with on an individual basis.

If you wish to apply for a leave of absence, then you must do so in writing, directing your request to Mr John Shaw, Chair of Governors. Please do this *before* you make any arrangements/ book time away.

Thank you for your continued support.

Application for leave of absence from school

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district	Emergency telephone contact abroad		
Parent's/guardian's signature			Date

Any other comments (You may wish to explain the reason for your request to take your child out of school during term term):

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