

	Paradise Primary School 1 Bretton Street Dewsbury WF12 9BB	Issued and Approved by: Paradise School Governing Body Date: August 2021	Date of review: August 2022
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HOLIDAY POLICY			

At Paradise Primary School we consider consistent attendance to be essential for educational progress and for our pupils to make the most of the educational opportunities available to them.

Absences due to holidays taken during term time disrupt continuity of learning, undermine educational progress, and hinder academic attainment resulting in underachievement. We strongly believe that 'Every lesson counts'.

The school vehemently disapproves of holiday requests during term time due to the potential negative impact that any absence can have on a child's academic progress.

Pupils can suffer social and academic regression, loss of experiences that cannot be entirely regained and can also impede a child's ability to develop friendship groups within school.

Holiday Requests

The school follows DFE and LEA guidance when considering holiday absence requests. Please note: *"time off school for family holidays is not a Parental right, absence is granted entirely at the discretion of the school. These absences are for 'exceptional circumstances' only."*

The school, at its discretion will authorise an absence in any school year, only if there are 'exceptional circumstances' to warrant it. This would normally be funerals or family crises.

The following are not valid reasons for requesting holidays, and will not be authorised.

- Availability of cheap holidays during term time
- Visiting family abroad
- Umrah
- Family weddings
- Overlap with the beginning or end of term

Students have approximately 13 weeks holiday from school each year, more than adequate time for family holidays to be taken.

Absence in Early Years Unit (Nursery and Reception)

When a child is in early years the guidance of the DFE and LEA is slightly more lenient than for children in Primary, Years 1 – 6.

For this reason absence requests are often granted for children in this department. Again, each request is considered on its own merit and conditions may be attached. We ask parents to bear in mind that unsettling a younger child mid-year can have its consequences and ask you to read our Settling in Policy in conjunction with this one.

Having a child in EY and another in Primary will NOT increase the likelihood of your children being granted leave.

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Unauthorised absences

If an absence is NOT authorised and yet the child is absent; the absence will be recorded as unauthorised.

This will then require your child to receive **one hour of teaching per day missed** to catch up on work missed whilst on leave. This extra class will be taught within the school day on the return of the child and the cost will be charged to the parents at **£20 per hour**.

This extra hour of teaching for the child is non-negotiable and is not dependent on the ability of the child. We envisage that the first 2 days missed that work can be caught up at home but from Day 3 of absence onward, up to and including Day 10 the hour of extra teaching will be required and chargeable.

If unauthorised absence was to continue past Day 10 then on day 11 the school will deregister the child and instead offer a place to another child on the waiting list.

Please note the above point, and ensure you do not jeopardise your child's place at the school.

If a place is still available in your child's year group and you want to re-register, a non-refundable admission fee of £100 will be applicable upon registration. This will be in addition to the fee payable for the unauthorised days absent.

It is therefore essential that the consequences are understood, and you wait for confirmation of the school's decision before proceeding with any bookings.

Subsequent Unauthorised Absences

If one unauthorised absence is taken and your child remains in school after fees have been settled and another unauthorised leave is taken at a later date, the extra teaching hour will apply from day 1 and child will be deregistered after a total of 10 unauthorised absences taken.

Children Absent Without Leave Request

Children unfortunately will have illnesses from time to time and for this you should notify the school by 8.30am each day of illness. If your child does not attend school and no absence request has been applied for and we suspect that the absence is due to a reason other than illness, this will be referred to the GB for consideration and may be subject to an instant fine or consideration of your child's place at the school.

Extensions to Leave Granted

If in an exceptional circumstance leave is granted, an extension to this period will NOT be

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considered under any circumstances. If then taken, fine will be applied from the first additional day that the child is absent from school.

Failure to return to school

If a child fails to return to school on the agreed date of return, the school will make the usual enquiries, and if there is no contact with the family after 7 days, the case will be referred to the Attendance & Pupil Support Service in the usual way. If the allocated worker cannot locate the child/family, they will inform the Children Missing Education team and the school will be advised to take the child off roll (usually after 4 weeks).

Please note fees are payable within 10 days of request for payment being issued. Failure to do so may result in your child being deregistered.