



# Smithy Bridge Primary School

A FOUNDATION PRIMARY SCHOOL

Headteacher: Jane E George, B. Ed, M. Ed  
Deputy Headteacher: Mark Brown



## INFORMATION ON HOLIDAYS/LEAVE IN TERM-TIME

Parents are expected to arrange holidays or leave of absence during school holiday periods when children can enjoy them without their education being disrupted, The Government's policy is that holidays in term-time will not be agreed as they have a detrimental effect on children's education. Regular attendance is vital for your child's progress. The school expects all parents/carers to ensure their child attends school regularly.

### Other Reasons

The governing body authorise the Headteacher to act on its behalf. The governors also expect all applications for leave in term time to be refused. In certain circumstances discretion may be considered for exceptional circumstances.

### Unauthorised Leave in Term Time or Failure to Return from Authorised Leave

If parents take children out of school for unauthorised leave (or fail to return from an authorised leave when agreed) for 5 days or more a penalty notice will be issued. Payment of a Penalty Notice within 21 days is £60 per parent per child after this time but within 28 days is £120 per parent per child.

### Applications

Parents must complete a form available from the school at least 1 month in advance. They should provide supporting evidence of the exceptional circumstances and why the leave must be taken in term-time instead of school holidays. Please note the cost of a holiday is not extenuating circumstances. Forms are available from the school office.

### Losing the school place

In addition to running the risk of a penalty notice and a possible criminal record, you also need to be aware that if you take your child/children on holiday during term-time you risk losing your child's place. Parents would then have to reapply for admission but acceptance is dependent on places being available.

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Please sign the below acknowledgment slip to state you have read and understood the information above and return to school.

Pupil Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Name of parent/carer: \_\_\_\_\_

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