

# EVERY MOMENT COUNTS – don't miss school!!

does not return on the agreed date, then the school may decide, having first consulted with the Education Welfare Service, to remove the child's name from the school roll and the school place may be filled. If the parent subsequently returns

with the child, the parent will have to apply for a school place for the child and there is no guarantee of a place at the same school.

If a child's absence is not authorised by the school or if a parent takes a child away from school without giving a satisfactory explanation, then

it is usual for the school to refer the case to the Education Welfare Service. The Education Welfare Service works with parents, schools and other agencies to promote, encourage and where necessary enforce school attendance.

Parents are under a legal duty to ensure their children attend school regularly and this includes not removing their children from school without authorisation. Parents who fail to ensure their children attend

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school could receive a Fixed Penalty Fine or be prosecuted under the Education Act 1996 and if convicted could receive a fine of up to £2,500, or be imprisoned for up to three months, or both.

**For further advice please contact your child's school or the Education Welfare Service.**



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

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**Posters featured on the front of this leaflet  
'ATTENDANCE' POSTER COMPETITION 2003**

**Competition winners:**

*"School is Fun":*  
Ambre Battistella  
KS1, St Francis of Assisi Primary School

*"Every Moment Counts...":*  
Rudi Salmon  
KS2, Fox Primary School

*"School? Living to Learn, Learning to Live":*  
Sacha Baillie  
KS3, Parkwood Hall School



November 2006

## The Education Welfare Service

TERM-TIME HOLIDAYS –  
Advice for Parents



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

Here to Help

# ADVICE FOR PARENTS – TERM-TIME HOLIDAYS

## The purpose of this leaflet is to inform parents about term-time holidays.

It can be tempting for parents to think about taking a family holiday during term-time because costs of holidays are always cheaper during school terms and prices rise dramatically in the school holiday periods. Many parents do not realise that if they are considering taking their children out of school during term-time, they must first obtain permission from their children's school for any absence.

Schools, however, usually discourage parents from taking family holidays in term-time. This is because schools recognise the adverse effects upon children caused by missing valuable schooling. Term-time holidays are very disruptive to the education of the children involved and can cause longer-term educational disadvantage.

When planning family holidays, parents are advised to consider very carefully the potential impact and consequences of taking

Taking a holiday during term-time means that children miss important school time - both educationally and for other school activities.

a child away from important school lessons and activities during term-time. Parents should avoid taking their children out of school for holidays or for other non-essential reasons.

Family holidays should normally only be arranged during the school holiday periods.

If circumstances arise where parents decide time away from school cannot be avoided, then permission must be sought in advance from the school for a child to be granted leave of absence during term-time. Parents should check with their child's school about the school's procedures for parental requests for a child to be given leave of absence. In most cases, headteachers are only prepared to consider a parental request for leave if an application is made with advance notice and if the parent provides the full reasons and details of any exceptional circumstances leading to the request.

In considering whether or not to authorise a child's leave, a headteacher may take into account a number of factors such as:

- the age of the child
- the reasons and circumstances provided by the parent
- the timing and duration of the leave

- the child's record of school attendance and any previous term-time absences
- the child's level of academic progress
- the amount of notice given
- the time of year
- the effect on any tests or examinations
- the likely impact of the absence
- the cultural background of the child and whether extended family members live in another country.

Some schools may wish to arrange to meet with the parents in order to discuss the application, and may invite an Education Welfare Officer to attend.

Provided the headteacher sanctions the child's absence, the headteacher has discretion to grant leave of absence up to a maximum of ten school days in any school year for a family holiday. Only in very exceptional circumstances may a headteacher grant extended leave beyond ten days. The exact dates and the duration of the leave must be agreed including the date that the child will be expected to return to school. Parents need to be aware that if the child

Parents do not have the legal right to take children out of school on holiday.