



Westfield Primary School  
Clayton Crescent  
Runcorn  
WA7 4TR

**Headteacher:**  
Miss. S. Pope

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*Promoting independence, individuality and an inquisitive mind*

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13<sup>th</sup> October 2020

Holidays in Term Time

Dear Parent/Career

Regular school attendance is essential to enable your child/children to maximise the educational opportunities available to them. Interruptions in school attendance not only disrupt your child's education it makes it harder to catch up on work missed and it can also affect their social life within school. It is the school's responsibility to provide the best education possible. We can only do this if your child/children attend regularly.

In recent years there have been increasing requests for holidays in term time as parents and carers believe that pupils are automatically allowed 10 days holiday from school in any one year. However Westfield Primary School will not normally grant permission for term time holidays especially:

- During transition time when a pupil is settling into school.
- During preparation time for examinations (SATs).
- When the pupil's attendance has been below 95% for the previous 38 weeks.
- The pupil already has unauthorised absences.

**Additionally**

- All requests for leave in term time must be in writing on the Holiday Request Form available from school. The request should be made before any holiday is booked and at least 6 weeks before the proposed date of the holiday.
- The granting of absence does not set a precedent for further requests and the frequency/duration of such leave periods will be considered as factors in any decision.
- Requests will be considered by the Headteacher.
- Any approved extended leave must be subject to a contract/agreement between parents/carers and the school stating what leave has been granted and the pupil's date of return to school.
- All information supporting your application for a leave of absence must be submitted along with your application to school. This includes any evidence supporting 'exceptional circumstances' for consideration by the Headteacher. Any evidence submitted from an employer must be on letter headed paper **and signed by your employer**. Any supporting information submitted may be used as evidence should the case later proceed to court.

I must remind you that I am required to inform the Education Welfare Service of any periods of unauthorised absence from school. The Education Welfare Service will then collect attendance information and will use the full range of sanctions where holidays are taken without the permission of the school, consider if any legal action is required, or the possibility of a Fixed Penalty Notice where appropriate. If you should take leave of absence on the above dates the absences will be marked as unauthorised in the register. Therefore, a Penalty Notice fine may be issued to you by Halton Borough Council on your return.

The Penalty Notice fine is £60.00, if you fail to pay the fine within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996. You will be prosecuted for failing to ensure that your child[ren] attend[s] school on a regular basis, i.e. not for the non-payment of the penalty. Also where there are two parents who both have responsibility of their child[ren], you will receive a Penalty Notice fine each per child.

Yours faithfully

Miss S Pope  
Headteacher

### HOLIDAY REQUEST FORM

A request for absence MUST be made at least a minimum of six weeks before the trip and before the holiday is booked.

<b>PUPIL DETAILS</b>	
Name .....	Date of Birth .....
Address .....	Year Group .....
.....	.....
<b>DATES OF REQUESTED ABSENCE</b>	
First day of absence .....	Last day of absence .....
Date of return to school .....	
Reason for request for a holiday in term time:	
.....	
.....	
.....	
I understand that by keeping my child off school if my request is not granted it will result in the absence being recorded as Unauthorised. This may result in a penalty notice being issued to me by the Local Authority for the non-attendance of my child at school.	
Signed: .....	Parent/Carer Name: .....
Date of request .....	

<b>Office Use Only</b>		
Decision: .....	Date: .....	Seen by: .....