**Holidays in Term Time**

**Legislation does not give any entitlement to parents to take their child on holiday during term time.** Any application for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school or if their child is absent from school on a regular basis without authorisation. This Fixed Penalty Notice is triggered after 10 unauthorised sessions (ie 5 unauthorised days)

If your child has a high rate of absence it will be picked up through the regular visits of our Education Welfare Officer and may evoke further investigation.

Please complete the absence request form at the on the website and send to Mrs Johnstone if you feel your child needs be absent from school in an exceptional circumstance.

Any absence through illness or unforeseen circumstances **MUST BE REPORTED ON THE** **MORNING OF THE FIRST DAY OF ABSENCE BY PHONE** **AND THEN FOLLOWED UP** **IN WRITING ON YOUR CHILD’S RETURN TO SCHOOL**. This then enables an accurate reason for absence to be stated in the register, information which is gathered by both the Education Welfare Team and the Government. If we are not contacted by you, you will be contacted to find out the reason for absence.

Please be honest in this as we have had children tell us all about their holiday when it has been reported to us that they are ill!