

## How can we help?

Your children are very important to us all and deserve the best possible education.

**But** sometimes things go wrong.

Every school has an Early Intervention Key Worker whose job it is to work in partnership with you and the school.

We can offer help by providing advice on any related problems your child has.

The service is totally:

- confidential
- free
- non-discriminatory

## How to contact us

Head Teachers and pastoral staff can be contacted at your child's school.

Early Intervention Key Workers can be contacted via the school or directly on:  
Tel: **01204 338173**

# Term time holidays



Information for parents

**Improving attendance  
Raising achievement**

**Bolton  
Council**

**Bolton  
Council**

## The facts...

You should not expect your child's school to agree to an absence for a holiday in term time. Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. It will be difficult for them to catch up on work later on.

Parents do not have a legal right to take children out of school on holiday. The Law says that schools have the discretion to grant up to 10 days authorised absence in a school year if:

- The parent the child normally lives with applies in advance of the holiday; and
- There are special reasons for the holiday.

Each application is considered individually by the school, taking into account factors like the timing of the holiday and the child's attendance record. Schools will only consider requests for more than 10 days leave a year in exceptional circumstances.

If you need to take your child out of school during term time:

- you should request the time off for your child as soon as possible and always before the holiday
- never ask for time off during exam or test periods unless for exceptional circumstances
- do not book travel for holidays in term time, until you have sought the school's permission, and
- remember that the school might not agree to authorise the time off.

## The law...

The law says that parents do not have the right to take their child out of school for holidays during term time.

The school may also decide to take the child off roll unless there is an extremely good reason for the continued absence. In these circumstances the parent must tell the school about the reason for the continued absence as soon as possible.

As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a penalty notice or being taken to Court.

The Local Authority may decide to prosecute a parent. If this happens:

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class.
- A penalty notice of £60 may be issued by the Local Authority as an alternative to prosecution. This rises to £120 if unpaid after 28 days. Failure to pay will normally lead to prosecution.

## The decision...

When deciding whether to allow term time leave Head Teachers consider:

- the child's age
- the time and duration of the leave
- the child's record of attendance
- the child's ability
- previous term time leave

### What You Should Consider

There are times during a school year when a child may experience particular problems because of term time leave such as:

- close to exams, teacher assessment periods or tests such as Standard Attainment Tests in Year 6
- during GCSE, A level and other examination courses
- during the first year at a new school
- at the beginning of a new school term

If the school refuses a request for term time leave and the child is still taken out of school this will be recorded as unauthorised absence and noted in the child's record.