

Harlow Green Lane,
Gateshead,
Tyne & Wear
NE9 7TB
Head Teacher: Mr M. Malik B.A. (Hons), NPQH



☎: 0191 487 6703



Harlowgreenprimarieschool@gateshead.gov.uk

🌐: www.harlowgreen.org

Holidays in Term Time Policy and Procedures

On behalf of the Governing Body, the following information confirms Harlow Green Community Primary School's procedures regarding holidays during term time.

Guidance issued to schools in 2013, made clear to Head Teachers that they **should not grant leave of absence during term time unless there are "exceptional circumstances"**.

As a result of these regulations, the school **does not authorise any family holidays in term time**. If parents/carers, still decide to remove their child(ren) from school for a holiday then the absence will be recorded as **unauthorised**.

When a holiday is unauthorised, the school will follow Local Authority procedures and refer to Gateshead's Legal Intervention Team. The involvement of this team means that there is a **possible issue of a 'fixed penalty notice' amounting to £60 per child per parent/carer which increases to £120 if not paid within the first 21 days**.

Example:

A family of two children with two parents/carers may lead to an initial fixed penalty of:

$$£60 \times 2 \text{ children} \times 2 \text{ parents/carers} = £240$$

A referral will be made when children have been absent from school for five days holiday.

The Governing Body of Harlow Green understands that the price of a holiday is greatly different between term time and school holiday time. However, children missing significant time from school on an annual basis has a detrimental impact upon their learning. We expect children to attend school for at least 96% of the time but believe the majority of children should be able to attend for more. We want children to learn about the commitment to attend school for the 190 days out of the year but also for them to develop an understanding of the benefits associated with this.

Please remember that all absence requests, including for holidays, must be provided to the school in writing by completing the Leave of Absence form, which can be requested from the office or downloaded from the school website. This form should be handed into school in advance of the absence with details of the reasons.

If you have any queries about the school's processes around attendance/absence, please feel free to get in touch.