



# Saint Paul's Catholic High School

## Guidance on Holidays during Term Time

At Saint Paul's Catholic High School we are committed to ensuring that your child reaches their full potential in all aspects of their education. In order to achieve this it is vital that your child attends school regularly and punctually.

Since 1<sup>st</sup> September 2013, the law does not give any entitlement to parents/carers to take their child on holiday during term time. Any application for leave of absence during term time will only be considered by the Head Teacher if there are exceptional circumstances that warrant the leave being granted. All requests for leave of absence for exceptional circumstances must be made in writing to the Head Teacher who will consider each individual case. Only the Head Teacher can determine the number of schools days a pupil can be absent from school or if the leave of absence for exceptional circumstances will be granted. Parents/carers could receive a penalty notice from the Local Authority for taking their children on holiday during term time or for any other leave of absence without the consent of the Head Teacher.

As a school, we fully appreciate the financial difficulties that some parents/carers face when booking holidays, particularly during school holiday periods however the Local Authority monitor all schools' absences during term time and challenge schools that do not adhere to the legislation.

I hope that you, as parents/carers of a child attending Saint Paul's Catholic High School, will support us on this matter by not booking holidays during term time or taking leave of absence without permission and recognise that the legislation will bring about increased attendance in school and improved attainment for your child.

### **WHAT IF I NEED TO TAKE A HOLIDAY IN TERM TIME?**

We would expect a holiday request letter from a parent or carer to be sent to the Head Teacher. We would strongly advise such a letter is done before planning any leave of absence.

Absences will be marked as unauthorised in the register and this may result in a penalty fine of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases parents may be prosecuted for the offence of failure to ensure regular attendance at school.

Further information can be found on the DfE website at: [www.dfe.gov.uk](http://www.dfe.gov.uk)

Saint Paul's Catholic High School. Firbank Road, Newall Green, Manchester M23 2YS.

Telephone: 0161 499 0000 Email: [admin@st-paulshigh.net](mailto:admin@st-paulshigh.net) Website: [www.st-paulshigh.net](http://www.st-paulshigh.net) Twitter: @StPaulsRCHigh  
Mr A.Hren, Headteacher.



**Journeying together with Jesus Christ, we learn to love and love to learn.**

