



## Hawthorn Primary Holiday Policy

You must make sure your child gets a full-time education that meets their needs (eg if they have special educational needs). You can send your child to school or educate them yourself. Children must get an education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. If your child is unexpectedly missing from school and the local authority is not aware that you are giving them home education, you'll be contacted by the school's Attendance Officer or the Local Authority Statutory team. They'll contact you even if your child is only missing for a day. Parents/carers have a legal responsibility to ensure that their child is accessing education and can be prosecuted if they are not fulfilling this responsibility. The school will support parents/carers to try to ensure they are able to do this, and the local authority can give advice and guidance on both education and attendance legislation.

### **When your child can miss school**

You can only allow your child to miss school if either:

- They're too ill to come in or have an approved medical appointment
- You've got advance permission from the school

The school may be able to give extra support and the local authority has procedures in place, if your child can't come to school for long periods because of a medical or health problem.

### **Holidays in term time**

We are **not allowed** to authorise any holidays in term time. If you have to take your child out of school during term time for personal reasons, there is a request form you **must** fill in – please ask at the School Office. You can only do this if:

- You make an application to the head teacher in advance (as a parent the child normally lives with)
- There are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted. **You can be fined for taking your child on holiday**

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**during term time without the school's permission** .You are at risk of losing your child's place at school if you do not keep the school informed of a return date or prolonged absences. Safeguarding protocol will also be followed if a child is classed as missing education. (See also Safeguarding Policy)

**Holiday Policy  
March 2019  
Judy Cowgill**



**Hawthorn**  
Primary School

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