# HOLIDAYS DURING TERM TIME

Summer

Whilst we really appreciate that the past few years have been difficult and we are now experiencing a cost of living crisis, we would politely like to remind parents that it is not acceptable to take your children out of school for a family holiday.

By **law**, you have to apply in advance for any absence except by reason of sickness. If you do need to apply for a leave of absence with exceptional circumstances, a form can be found on your school website which will go directly to Mrs Adcock, Trust Attendance Manager.

Each request is looked into and a decision made based on many factors. The main policy is **R.U.S.S**

**R**are, **U**navoidable, **S**hort, **S**ignificant however we will also consider their current attendance and the impact this will have.

Autumn

Winter

If a child has 10 unauthorised sessions (5 school days) we will send you a letter confirming the decision of your absence request, which could follow with a penalty notice. Your request for leave along with our letter in response is sent to Kent County Council, along with information relating to circumstances and attendance. It is KCC who ultimately make the final decision on whether a penalty notice fine is issued. The school does not receive money from penalty notices.

The Department for Education has changed the regulations concerning absence from school since May 2013.

***"Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted."***

***DfE www.education.gov.uk***

**Our full attendance policy can be found on our school website, alternatively you can contact Mrs Adcock if you have any questions. You can email us at: trustattendance@ocmat.org.uk or telephone 01795 472323**

Spring

OCMAT
OUR COMMUNITY MULTI-ACADEMY TRUST