



Holidays in Term Time Policy

Approved by CF&C Committee	Autumn 2025
Next review date	Autumn 2028

Our Vision Statement

Children are at the heart of everything we do and Christ is the light that guides us. [John 8:12](#) "I am the light of the world. Whoever follows me will not walk in darkness but will have the light of life." We are committed to ensuring children encounter and achieve the highest possible standards through partnership with our entire school community. We provide a happy, stimulating environment rooted in Christian values. Our aim is to equip individuals with the Christian Values (courage, love, friendship, hope, forgiveness, and respect) and life skills needed to "Live in peace with each other" (Romans 12:16-18), to take their place in the wider world and to make a contribution to it. Mark 9:37 "Whoever welcomes one of these little children in my name welcomes me."

- Christian values and compassion are cherished and are the heartbeat of our actions.
- Every aspect of school life is centred around how to make a positive impact on every child.
- Children are nurtured to help them feel safe and happy.
- Everyone in our school is valued and respected
- We intend for every child to be able to grow, reach their full potential and develop a lifelong love of learning
- Everyone's efforts and achievements are celebrated
- We help each other to make healthy lifestyle choices.
- Everyone is encouraged to make a positive contribution to their future in a diverse world.

Our Christian Values

COURAGE LOVE FRIENDSHIP HOPE FORGIVENESS RESPECT



1. Aims

The aim of this policy is to set out the way in which Lostock Gralam CE Primary School monitors and promotes the attendance of its pupils. Lostock Gralam CE Primary School is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that holidays are not taken in school time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

2. The Law

The Department for Education has announced important amendments to legislation surrounding holidays in term time. From 1st September 2013, the law does not give any entitlement to parents to take their child on holiday during term time.

3. Holidays Taken in Term Time

- (i) Lostock Gralam CE Primary School will not routinely grant permission for holidays or extended leave to be taken in term time, in line with the law outlined above. We discourage parents/carers from taking term time holidays/extended leave except in “special or exceptional circumstances”. The special circumstances are in regard of forces families only.

If a family decides to take leave of absence for holiday, a ‘request for leave of absence form’ should be completed and submitted to school prior to the holiday being booked.

- (ii) Where a holiday is unauthorised and parents continue to remove the child from school for that holiday period, then the LA is informed. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996. The current rates payable by parents are £60 where the amount is paid within 21 days and £120 where the amount is paid within 28 days. The charge is per parent/carer per child. If the Fixed Penalty Notice remains unpaid this could lead to prosecution in the Magistrate’s Court.

4. Special and Exceptional Circumstances



The only exception we have been informed about by the DfE is relating to Armed Forces tours, either going out or returning from tours and including breaks of leave during tours.

5. Additional Information

Lostock Gralam CE Primary School will ensure that all parents/carers receive a copy of this Holiday in Term Time Policy which forms part of the school attendance policy.

- Parents/carers will be required to complete a 'request for leave of absence' form to outline any intended holidays in term time, prior to the holiday being booked.
- Parents/carers may be required to attend an interview with the Head Teacher or person designated by the Head Teacher to discuss this intention.

Holidays in term time will be recorded on the register of attendance as 'unauthorised' using the code 'G'.

This policy after consultation with parents/carers and Governors will form part of Lostock Gralam CE Primary School's attendance policy.