



Inspiring
Confidence

Oulton Broad Primary Schools' Term Time Holiday Policy

Childrens' regular attendance at school is very important and supports their learning and getting the most from the opportunities offered at school. The Government and Ofsted consider that children should normally have at least 95% average attendance a year in primary school. This would be no more than 9 days absence in a year.

Therefore Oulton Broad Primary School have agreed a common policy and approach to the granting of school holidays. A school can only grant term time holidays in exceptional circumstances. Schools are unable to grant any days unless they meet the following criteria:

- A parent in the armed forces-who has set leave periods.
 - Written proof from your employer that this is the ONLY time you can take a holiday - *however your child's attendance over the last 12 months will be checked to see if it is at least 95% before it is authorised, unless extraordinary reasons apply.*
 - Religious festivals i.e. attending a wedding for a day but this does not include associated activities such as honeymoons!
 - A family that needs time together due to an unexpected crisis like a terminal illness.
- Even if the above criteria is met please note that holidays will not be authorized in late April/May due to SATS and if you have other older children at High School during GCSE exam periods. The School will NOT authorise absence for any term time holidays, unless the above exceptional circumstances have been met. We also require a completed application form before the holiday commences. Please note that reasons such as a holiday being cheaper or a birthday celebration cannot be authorised. Holiday leave being authorised is legally at the discretion of the Headteacher and cannot exceed 10 school days in any school year September - July.

What happens if the holiday is unauthorised?

Parents of children with at least one session of unauthorised absence may be issued with a Fixed Penalty Notice (FPN). At Oulton Broad Primary School we generally refer for FPN on the child's return to school following the sixth session of unauthorised absence, but we may refer for FPN after fewer sessions, in line with Suffolk County Council guidance.

The Fixed Penalty Notice is issued by Suffolk County Council, parents have 21 days in which to pay the £60 FPN. This fine will increase to £120 if not paid within the 21 days. Please note that FPN fines are per person per child.

If the fine is paid by day 21 then it is a £60 fine
Fines paid from day 22 to day 28 are £120

After day 28, the likelihood is that the case will proceed to court over the unauthorised absences and not in relation to the unpaid fine.

