



Holidays during term-time and authorised absence from school.

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Head teachers to authorise absence in exceptional circumstances. Find out more here.

Can I take my child out of school for a family holiday?

No. Head teachers cannot and will not authorise school absence purely for the reason of a family holiday. If you feel you have an exceptional circumstance you must speak to your head teacher prior to making any arrangements or taking any absence.

Please note: That supporting documents to aid decision making must be submitted at the time of your request for absence.

There is, however, a discretionary power held by Head teachers to authorise absence in exceptional circumstances.

Please note: This is not an entitlement and a family holiday is not an exceptional circumstance.

Head teachers will not authorise absences if they believe it is to the detriment of a child's education.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head teachers cannot retrospectively authorise absence from school under any circumstances. Any unauthorised absence will be recorded on your child's attendance records.

In order for consideration to be given, requests for absence must be for exceptional circumstances only.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.

Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Head teacher agrees to consult with the Education Welfare Officer prior to any authorisation being given to the parent.

Please note: Evidence would be required in each case.

In order to acquire authorisation for you to remove your child from school you will need to fill in a request form that can be obtained from the school office this must then be returned to the school for the attention of the Head teacher.

The Head Teacher then has to make a decision based on the information provided in the authorisation form, in addition to the evidence you have provided.