



# St Thomas' C E School

Headteacher: Mr C Kirk

"Jesus at the Heart of our learning community."



## **Holiday Application**

Name of Pupil ..... Class.....

I request permission for my child to be granted leave of absence for ..... school days

Starting on ..... (first date not in school).

Returning on ..... (date back in school).

Reason for absence: .....

I confirm that I have read and understood the Isle of Man Department of Education, Sport and Culture's Policy regarding Holidays During Term Time which is detailed overleaf.

Signed ..... (parent/guardian) Date .....

### St Thomas' C E School **Holiday Application**

I am able to authorise/unable to authorise for.....

to be absent from school from .....

to be back in school on.....

Children may be allowed up to 10 school days (2 weeks) in total in any one school year. Any further holidays above this number taken this school year would have to be marked in the register as unauthorised absence. This is the policy of the Department of Education, Sport and Culture which all schools have to follow.

Yours sincerely

Mr C Kirk  
Headteacher

Date .....

## **Isle of Man Department of Education, Sport and Culture**

### **Attendance of Pupils: Legislation, Policy and Procedures**

#### **Holidays During Term Time**

Statutory provision regarding holidays taken by pupils during term time is contained in the Education (Registration of Pupils) Regulations 2004, which state that -

*“On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday. Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year.”*

The legal position here is quite clear. Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of a child’s headteacher.

Each request should be considered on its individual merits, and it is for headteachers themselves to determine whether the circumstances of a particular application are “exceptional” if more than 10 days’ absence is involved. Authorised leave of absence for in excess of 10 school days annually should not, however, be granted lightly.

There will be occasions when time off school is not in a child’s best interests educationally, for example at the start of an academic year, special events, assessment periods or where a child already has a poor record of attendance

#### **The Department position supported by St Thomas’ C E School is as follows:**

- that, on educational grounds, neither the Department nor the school either supports or encourages additional time being taken off school for holiday purposes;
- that securing leave of absence for this purpose should not be regarded as a formality;
- that leave of absence will not normally be granted for more than 10 school days in any academic year;
- that any time taken off school for which leave of absence has not been granted will be recorded as unauthorised absence and is likely to result in legal action being taken against parents by the Department;
- that leave of absence should be applied for in advance, not retrospectively.

If a child takes time off school without leave of absence or is absent for more than the number of days for which leave of absence has been granted, or if leave of absence is only applied for after a child returns from holiday, the school will refer the matter to its Education Liaison Officer, who will arrange for an appropriate letter to be sent to the child’s parent(s) by the Manager of the Department’s Legal & Administrative Support Section.

This letter will inform the parent(s) that any repetition of their actions will automatically result in legal proceedings being initiated by the Department.

**Any time taken off school beyond the number of days for which leave of absence has been granted will be recorded in the attendance register as unauthorised absence.**

A full summary of attendance throughout the year will appear on the annual pupil progress report.

Further clarification may be obtained from the Isle of Man Department of Education, Sport and Culture.