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**St. Nicholas C of E (VC) Primary School**  
The Leaze  
Bromham  
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Wiltshire  
SN15 2EY

Head Teacher:  
Ms Joanne Lewis

*'Love your neighbour as yourself.'* Matthew 22.37

**Respect and Relationships Enjoyment Aspiration Courage Hope**

November 2022

Dear Parents,

I thought it would be useful to write to clarify the school's position on taking time off during term time, so that there is no confusion throughout the year.

Holidays in term time are NOT an entitlement. Holidays will NOT be authorised by the headteacher unless there are exceptional circumstances. These may include when a family needs time away together following a bereavement or for service personnel who are prevented from taking holidays in ANY other holiday period for that year. Holidays will not be authorised for financial reasons or because someone else has booked it for you.

If you wish to take your child out of school during term time you should complete an Absence Request Form, which is available from the school office. Once you have completed the form, please return it to the school office. Please give as much detail about the reason for absence as possible.

You are more than welcome to come in and discuss an absence that you are considering with me before submitting the form.

If your request is not authorised you MAY still take your child out of school but this will be recorded as unauthorised absence. If your child has 10 sessions (1 session = half a day) or 5 school days or more unauthorised absence in any 6 month period, we will report this to the Local Authority and you will then receive a fine. Fines are issued PER CHILD AND PER PARENT, so these can be quite substantial, particularly if you have more than one child in school. This is something worth considering when taking your child out of school.

Absences for music or dance exams and for hospital appointments will be authorised. An appointment letter may be requested. They will be expected to be in school before/after the appointment, time allowing.

I hope this clarifies any confusion over taking holidays during term time. I do understand that taking holidays during school holidays is significantly more expensive than during term time. However, I am unable to authorise absence for this reason. The school year is 38 weeks long and children are expected by law, to be in school for as much of this time as possible. Please bear this in mind when booking future holidays.

Once again, you are more than welcome to make an appointment to come in and discuss possible absence but this must be done in advance of the absence.

Please see the additional information on this page issued by Wiltshire Council which explains the situation further.

Yours sincerely

Ms Joanne Lewis, Head Teacher.

