

# The Dove-Shell Federation

## HOLIDAY PATTERN

### 2018/19 ACADEMIC YEAR (REVISED)

Autumn Term 2018 Starts for pupils on Tuesday 4<sup>th</sup> September

	September				October				November				December					
Mon	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
Tue	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	
Wed	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	
Thu	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
Fri	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
Sat	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Sun	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30

Spring Term 2019 Starts Monday 7<sup>th</sup> January

	January				February				March				April					
Mon	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29	
Tue	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30
Wed	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	
Thu	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	
Fri	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	
Sat	5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27	
Sun	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	

Summer Term 2019 Starts Tuesday 23<sup>rd</sup> April

	May				June				July				August					
Mon	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	17	26	
Tue	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	
Wed	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Thu	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Fri	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Sat	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
Sun	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	

Monday 3<sup>rd</sup> September 2018 is a Staff Training Day.

Monday 8<sup>th</sup> April 2019 and Monday 3<sup>rd</sup> June 2019 are Staff Training Days.

Monday and Tuesday 2<sup>nd</sup> and 3<sup>rd</sup> September 2019 are Staff Training Days.

The 2019/20 School Year will start for pupils on Wednesday 4<sup>th</sup> September.

[Notes on Term Time Holidays: See Other Side](#)

#### HOLIDAYS IN TERM TIME CAN NOT BE AUTHORISED

#### Notes on Appointments

Children should not be taken out of school for appointments unless this is absolutely unavoidable. If the appointment cannot be made out of school hours or in the holidays, it should be made or as late as possible in the afternoon so that your child can receive most of their day's education before they go. Repeated withdrawals or absence due to appointments will lead to the absence being unauthorised.

#### Notes on Illness

If a child is absent owing to illness, the parent must telephone on the first morning of absence to report this and should send a note explaining the absence on the child's return to school. Where the correct reporting procedure is not followed, the absence will be unauthorised. REPEATED OR EXTENDED ABSENCES REPORTED AS ILLNESS WILL LEAD TO INVESTIGATION AND POSSIBLE UNAUTHORISED ABSENCES.

## **ABSENCE FROM SCHOOL**

There have been changes to the law and local authority policy regarding attendance. School is required to enforce the regulations much more strictly. **ACCORDING TO LAW, PARENTS MAY NOT TAKE CHILDREN OUT OF SCHOOL FOR FAMILY HOLIDAYS.**

### **Unauthorised Absence**

If a child is taken out of school for holidays, their absence will be marked as unauthorised.

If a child is absent due to illness, the parent must telephone on the first morning of absence to report this and should send a note explaining their absence on their child's return. Failure to contact school correctly will mean the absence is marked as "unauthorised".

Parents should be aware that absences will not automatically be authorised, even where a parent contacts school. Repeated absences reported as illness, where there is no underlying medical condition, will lead to investigation and possible unauthorised absences.

Children should not be taken out of school for appointments unless this is absolutely unavoidable. If the appointment cannot be made out of school hours or in the holidays, it should be made for as late as possible in the afternoon so that your child can receive most of their day's education before they go. Repeated withdrawals or failure to attend due to appointments may lead to the absence being "unauthorised".

Absences for non-essential reasons such as shopping, hairdressing or being tired from a journey or a late night will not be authorised. A maximum of half a day will be authorised for the treatment of headlice.

If you are in doubt as to whether an absence can be authorised, contact the school office for an explanation.

### **The Consequences of Unauthorised Absence**

Where a child has 5 or more day's unauthorised absence, school is now required to report this to the Attendance Improvement Service.

The AIS will issue a Warning Notice and, if there are further absences, may then issue a Fixed Penalty Notice (fine) to each of the parents. Previous years' attendance may also be taken into account when deciding whether to issue a fine. Failure to pay the fine and/or repeated unauthorised absences will lead to further court action being taken against the parents by the local authority.

**In the case of children being taken out of school for family holidays, a fine can be issued without a prior warning notice from the Attendance Improvement Service.**

Action can be taken against each parent individually and separately for each child of school age with unauthorised absences eg two parents with two children = 4 fines

### **Exceptional Circumstances**

If your child needs to be absent from school because there are exceptional circumstances, parents must complete a request for absence from school form. The Headteacher may choose not to authorise the absence if he feels the circumstances are not genuinely exceptional.

Examples of exceptional circumstances could include;

- Up to 2 days for the wedding or funeral of a family member
- A day or partial day to take part in a sporting competition
- Death of a close family member
- Absence involving an activity of exceptional educational value.

The following are **NOT** exceptional circumstances and will not be authorised

- Holidays because it is cheaper in term time.
- Holidays because it is the only time a parent can get off work.
- Holidays booked by someone else or 'by mistake'.