



Authorising Absence Policy

The school will judge each holiday request individually, taking into consideration:

- the time of year for the proposed trip
- proximity to any exam dates
- your child's overall attendance record
- any holidays already taken in the school year
- the age and stage of education of your child
- the ability of your child to catch up the work that they have missed
- the reason why you are taking the time off during term time

There is a strong statistical link between attendance and attainment; pupils with high attendance levels tend to have high levels of attainment but those with low attendance levels tend to have low attainment levels. There is strong evidence that every 10% drop in attendance equates to a drop of one grade at GCSE or A level.

Student's attendance records are passed on through all their schools and to prospective employers/colleges.

Holidays in Term Time

It is important to realise that time off school for family holidays is not a right. There is however a discretionary power to give parents the right to request up to a maximum of 10 days holiday per academic year and this should not be taken in separate intervals. Holiday requests should be submitted with at least four weeks notice.

After considering previous attendance records and with regard to a student's particular stage of study, Ashbrooke House School & Pre-School may agree to authorise "holiday leave" in special circumstances such as:

- a. for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- b. when a family needs to spend time together to support each other during or after a crisis.

Holidays should not be taken in term time for the following reasons, and these are likely not to be authorised by the school:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods;
- Overlap with beginning or end of term.

Ashbrooke House School & Pre-School terms are shorter as compared with the maintained sector. The extra days of holiday mean we can extend holidays at Easter, Christmas and summer. This should give all families plenty of opportunity to arrange family holidays that does not disrupt their child's education.