

TERM DATES 2017-2018

	INSET DAYS (School Closed to Pupils)	Start for pupils	Finish for pupils
Term 3	Friday 19 th January	Tuesday 2 nd January 2018	Friday 9 th February
Term 4	Two Further INSET Days yet to be set	Monday 19 th February	Friday 23 rd March
Term 5		Monday 9 th April	Friday 25 th May
Term 6		Monday 4 th June	Tuesday 24 th July

TERM DATES 2018-2019

Term	INSET DAYS yet to be set	Start for pupils	Finish for pupils
Term 1		Monday 3 rd September 2018	Friday 26 th October 2018
Term 2		Monday 5 th November 2018	Friday 21 st December 2018
Term 3		Monday 7 th January 2019	Friday 15 th February 2019
Term 4		Monday 25 th February 2019	Friday 5 th April 2019
Term 5		Tuesday 23 rd April 2019	Friday 24 th May 2019
Term 6		Monday 3 rd June 2019	Tuesday 23 rd July 2019

Holidays and Penalty Notices

Head teachers may not grant any leave of absence during term time, including for family holidays, unless there are exceptional circumstances such as a death or significant trauma in the family. If parents or carers wish to make a request for authorisation of a term time absence because they feel it is an exceptional circumstance, they are asked to complete and submit a **Leave of Absence Request Form** in advance, stating the reason why they need to take their child out of school. Even where exceptional circumstances do exist, the school may decide not to exercise its discretion to authorise leave. Should any request for absence be refused the absence will be recorded as unauthorised in the school register. On returning from this absence, no matter what the length of that period of unauthorised leave, parents/carers will receive a standard notification letter outlining the circumstances under which they may be liable for a penalty notice. **A penalty notice will be requested should there be any further unauthorised absence during the child's time at St Mary's.** Families who persistently take their children out of school for reasons that have not been authorised will be referred to the CMES.

Penalty notices will usually be issued where a pupil has 10 or more unauthorised absences (which is equivalent to 5 days) in the 100 sessions prior to the request for a penalty notice to be issued. A penalty notice may also be issued for a first offence. This could be where the unauthorised absence was for an extended period and/or condoned by the parent. An example of this would be instances of unauthorised absence such as holidays taken during term time without the schools permission.