



Annette Street Primary School

Notification of Extended Holidays Guidance

Glasgow's policy will grant leave up to 4 weeks with the implicit threat that after 4 weeks a child **CAN** be removed from the school role. Schools will encourage families to keep their holidays till term time and will follow guideline lines of granting up to 4 weeks with anything over that period being marked as missing or absent.

The official guidance contained in Included Engaged & Involved states:

Absence from school, whatever the cause, disrupts learning. It is important that parents encourage their children or young people to attend school and that parents arrange family holidays during the holiday period. Family holidays should not be recorded as authorised absence, other than in exceptional circumstances, where a parent's employment is of a nature where school-holiday leave cannot be accommodated. Such employment may include armed services, emergency services, professions where parents are required to work away from the family for prolonged periods of time. It is for education authorities and schools to determine their own context and assess when these circumstances apply and authorise absence accordingly. However, the majority of family holidays, if taken during term time, should be recorded as unauthorised.

The categorisation of most term-time holidays as unauthorised absence is an on-going contentious issue due to the higher cost of holidays during school holiday periods. The Scottish Government recognises the importance of family holidays but has no control over the pricing decisions of holiday companies or flight operators. Attendance is one of the five key drivers for raising attainment as part of the Scottish Attainment Challenge. Our main focus is therefore to encourage parents and children and young people to recognise the value of learning and the potential impact of disrupting learning for the child or young person and the wider school community.

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PROCEDURES WITHIN ANNETTE STREET PRIMARY SCHOOL

- Parents are requested to notify the school before booking any holiday during term time.
- Parents should complete the Notification of Extended Holiday form with a member of the Management Team.
- Parents are encouraged to ensure children attend school regularly
- The attendance record for the child(ren) should be printed from SEEMIS and discussed with the parent
- Holiday requests of UP TO 4 WEEKS can be granted;
- The key facts outlined above should be impressed upon the family and parents should be made aware that should the family not return on the agreed date, MC5 (Missing in Education) procedures will be implemented
- First four weeks marked EXL – Extended Leave with Parental Consent
- Parent contacted. Should contact be made, a further period of 4 weeks ABS – absent will be logged
- If family do not return with 8 weeks (or sooner if there is no contact with the family) – MIS – Missing in Education procedures are instigated

190 days in school	10 days absent	19 days absent (almost 4 weeks missed)	29 days absent (about half a term missed)	38 days absent (8 weeks missed)	47 days absent (Almost 10 weeks missed – over a quarter of the school year)
	180 days in school	171 days in school	161 days in school	152 days in school	143 days in school
100% attendance	95% attendance	90% attendance	85% attendance	80% attendance	75% attendance
Excellent record	Good record	Needs to improve	Cause for concern	Poor	Very poor
Gives the best possible opportunity for success! You are likely to achieve your potential and meet or exceed your targets! Well done!		Gives less chance of success. You are less likely to achieve your potential and meet your targets.		Much less chance of success. You are unlikely to achieve your potential and meet your targets.	