

HONITON LEARNING COMMUNITY

Holiday in Term Time Guidance Flow Chart

Offwell C of E Primary (Reviewed May 2019)

GREATER ATTENDANCE EQUALS GREATER ACHIEVEMENT

Is the attendance level of the pupil **over** 95 %?
If current school year is less than one term old, use last known attendance figure.
NOTE: Any absence must not coincide with the compulsory attendance blocks identified by the school – see below

NO

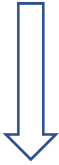
YES

Does the pupil suffer from a medical condition, **diagnosed by a GP**, the reoccurrence of which is the single reason why the pupil has attendance below 95 %?



YES

NO



In the Headteacher's view, is there a unique and exceptional reason why approval should be given to this request? (**This cannot be financial**)

NO

YES

**HOLIDAY REQUEST
CANNOT BE AUTHORISED**

**HOLIDAY REQUEST
AUTHORISED**

COMPULSORY ATTENDANCE BLOCKS for Offwell C of E Primary
The month of September; First two weeks of Spring term; First half of Summer term.
Week of Year 6 SATs (if not included in the above blocks).