

From the City of Edinburgh's 'Promoting Attendance and Managing Absence' Procedure

4.10 Family Holidays during Term Time

4.10.1

The majority of family holidays taken during term time should be categorised as **Unauthorised Absence** (code G). However, it is acceptable under exceptional circumstances, and provided the parent has made a written request to the Head Teacher, for schools to authorise a family holiday of not more than two weeks duration, during term time.

Such circumstances may include:

- A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

4.10.2

A family holiday classified under the '**Authorised Absence (code E)**' category should not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays which have overlap at the beginning or end of term
- Parental difficulty obtaining leave (with local judgement applied in cases where evidence is provided by the employer that leave cannot be accommodated during school holidays without serious consequences).

4.10.3

Family holidays with the above or similar characteristics should be classified as **Unauthorised Absence**. The decision on recording absence as authorised and unauthorised, should be based simply on whether the school has given prior agreement to the absence or not, using the criteria outlined above. Where a school's prior agreement has not been sought, the absence should automatically be classed as unauthorised.