

Ellen Stirling Primary School

AN INDEPENDENT PUBLIC SCHOOL



IN-TERM VACATION POLICY

ELLEN STIRLING PRIMARY SCHOOL IN-TERM VACATION POLICY

1. PURPOSE

This policy outlines Ellen Stirling Primary School's position on student vacations during the school term.

While the school recognises that travel opportunities can be valuable for families and for students, lengthy absences during term time also disrupt learning and limit student progress.

This policy aims to ensure that requests for in-term vacation are considered fairly and consistently, while keeping the best educational interests of the student in mind.

2. DEFINITIONS

- **Authorised vacation:** An absence approved by the Principal according to the conditions set out in this policy.
- **Unauthorised vacation:** An absence not approved, or taken outside the agreed approval.
- **Student at academic risk:** A student receiving D or E grades in English or Mathematics.

3. POLICY

Wherever possible, student vacations should occur during official school holiday periods.

If parents / carers wish to take their child / children on a vacation during term time, they must submit a request to the Principal, providing details of the duration and reason for the vacation.

4. CRITERIA FOR APPROVAL

The Principal will only approve a request for in-term vacations where the following criteria are met:

- The student has a **current attendance rate above 90%**. This includes explained absences (e.g., illness).
- The student is **not at academic risk**.

- The vacation is **at least 5 school days** in length but **not longer than 15 school days**.
- Parents / carers acknowledge in writing:
 - ***I understand that absences from school during term time can affect the academic outcomes for my child / children.***

If the vacation is not approved and the family proceeds, the absences will be recorded as unauthorised.

Vacations exceeding 15 school days may be partially approved. Additional days will be recorded as unauthorised.

5. PROCEDURES

1. Parents / carers submit a request for in-term vacation using the online form at tinyurl.com/ESPSvacation
2. Requests must be received at least two weeks prior to the start of the vacation
3. The Principal considers the request against the criteria above.
4. The Principal communicates the decision in writing, stating whether leave is:
 - Approved,
 - Partially approved (with some days recorded as unauthorised), or
 - Not approved.
5. If declined, parents / carers may make an appointment through the school office to discuss the decision.

6. LEARNING DURING VACATION

Students are encouraged to maintain learning habits while travelling by keeping a travel diary and reading regularly.

Teachers will **not** provide work packages for students on vacation, as classroom learning cannot be replicated in travel conditions.

7. POLICY REVIEW

This policy has been developed with input from parent representatives on the School Board. It will be reviewed every two years or sooner if changes to Department of Education guidelines or school needs arise.