

**OFFICER DELEGATION SCHEME  
RECORD OF EXECUTIVE DECISION**



**TO BE UPLOADED TO THE E-MEETINGS MANAGER**

<b>Date:</b> 26 June 2017	<b>Ref No:</b> CS 536
<b>Responsible Officer:</b> Rachael Stirk, Head of School Management Services	
<b>Type of Decision:</b>	
<b>Key</b> <input checked="" type="checkbox"/>	<b>Non-Key</b> <input type="checkbox"/>
<b>Status:</b>	
<b>Title/Subject matter:</b> Approval of Term Dates for 2018/2019 & 2019/2020	
<b>Budget/Strategy/Policy/Compliance</b> - Is the decision:	
(i) within an Approved Budget	✓
(ii) not in conflict with Council Policy	✓
(iii) not raising new issues of Policy	✓
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> - complete EIA and summarise issues identified and recommendations - forward EIA to Corporate HR.]	No
<b>Summary:</b> Approval is sought to confirm the proposed term dates for 2018/2019 & 2019/2020.	
<b>Wards affected:</b> All wards.	

## **Consultations:**

In 2013 the LA consulted with Governing Bodies, Teacher's Associations and Headteacher representatives on the alignment of future term dates with other authorities across Greater Manchester and the North West, by agreeing to a common set of principles around future holiday patterns. Whilst there was broad agreement with these principles, some concerns were expressed from the RC sector regarding the Easter break. It was therefore agreed that the aligned model would be adopted, whilst retaining some flexibility around the Easter (Spring) break, which would be set on an annual basis dependent upon when Easter falls.

During the Spring Term 2017, the LA consulted on proposed dates for 2018/19 & 2019/2020 (consultation document attached). The proposed dates are based upon a fully aligned GM model, which includes a Spring Closure during the first two weeks in April, regardless of where Easter falls.

Whilst the majority of respondents were in favour of the aligned model, Roman Catholic schools wish to maintain the tradition of being in school during holy week.

In 2019, Easter falls on 19/22 April, therefore the RC schools have determined to adjust their holiday pattern for the 2018/19 academic year in order to accommodate holy week.

In accordance with The Education (School Day and School Year) (England) Regulations 1999, schools must be open to educate their pupils for at least 380 sessions (190 days) in each school year. In order to maintain this requirement, the draft dates for consultation proposed the start of the Spring Term 2019 on Friday 4 January, anticipating that the majority of schools will allocate this as a teacher development day, which many have chosen to do so.

It is therefore proposed that the attached dates are adopted.

The Local Authority term dates are currently mandatory for Community and Voluntary Controlled schools; they are also recommended to the Governing Bodies of Foundation and Voluntary Aided schools and Academies.



School Term Dates  
2018-19 and 2019-20

## **Scrutiny & Review Commission Interest:**

Children & Young People

## **Options considered:**

It is recommended that the term dates for 2018/2019 & 2019/2020 are approved.

**Decision**

To approve the proposed Term Dates for 2018/2019 & 2019/2020.

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Director or Chief/Senior Officer	Karen Dalton	3/7/17
<b>Members Consulted [see note 1 below]</b>		
Finance	Peter House	29/06/2017
Executive Member	Sharon Briggs	3/7/2017
Lead Member		
Opposition Spokesperson		

**Notes**

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Executive Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**



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<b>To: All Governing Bodies</b>	<b>Date: Draft for consultation</b>
<b>SUBJECT: School Term Dates 2018/19 and 2019/20</b>	
<b>Report of the Assistant Director Learning &amp; Culture</b>	

**1. Purpose of the Report**

To advise governing bodies of the proposed holiday pattern for 2018/2019 and 2019/2020.

**2. Recommendation**

That the governing bodies of community and voluntary controlled schools agree the holiday pattern for 2018/2019 and 2019/2020. These holiday patterns are also recommended to the governing bodies of foundation schools, voluntary aided schools and academies. This recommendation is made particularly to avoid disruption and attendance issues for families who have children at different schools.

**3. Background information**

- 3.1 Governors may be aware that during last year there was a Deregulation Bill being progressed through Parliament, which proposed that all schools, regardless of category, would have the ability to determine their own term dates. The Bill became an Act after receiving Royal Assent on 26 March 2015.

The legislation was part of a drive to reduce unnecessary burdens on schools. The Department for Education (DfE) informally consulted with a wide range of stakeholders both before and during the passage of the Deregulation Bill. DfE confirmed that responses were mixed, with some supporting the move and others expressing reservations. DfE reflected on the concerns raised and also noted there was not a significant response from maintained schools to suggest they wanted this freedom. In the light of this, DfE concluded that it would not be appropriate to commence with widening this to those maintained schools.

Currently most Voluntary Aided schools and academies choose to follow the recommended pattern set by the LA.

- 3.2 Bury LA has worked closely with all other authorities across Greater Manchester and the North West in attempting to reach agreement on a common set of principles in setting school term dates. Consultation took place in Bury during the Summer Term 2013 and the aligned model was subsequently adopted, with the exception of the Easter break. The LA is now consulting upon the adoption of a fully aligned model, based upon the principles contained in section 3.3.

<p><b>For further information please contact:</b>  <b>Rebecca Hoyle</b>  <i>Governor Support</i></p>	<p><b>Phone: 0161 253 5688</b>  <b>Email: <a href="mailto:R.Hoyle@bury.gov.uk">R.Hoyle@bury.gov.uk</a></b></p>
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- 3.3**
- All terms to start on a Monday (or a Tuesday if so necessitated by a Bank holiday).
  - Autumn half term will always be the last full week in October.
  - Spring half term will always be the third full week in February.
  - The Easter break will always be the first two full weeks in April (regardless of where Easter itself actually falls).
  - Easter will always be observed by school closures on the bank holidays for Good Friday and Easter Monday.
  - The Whitsun (summer) half term break will be one week.
  - Where a school is open for part of a week to pupils, this will be for a minimum of three school days (to encourage attendance).
  - The five Teacher Development Days are all to be designated by the individual school's governing bodies, but there will be no more than two days set consecutively for this purpose. This time could be designated as twilight sessions.
  - Some schools are closed for extra day(s) because they are used as a polling station for local elections (including mayoral elections) and in these cases, the governing bodies of those schools will approve the extra day(s) required to meet the statutory 190 pupil days for the year during which the election(s) are held.

**4. Bury School Holiday Patterns 2018/19 and 2019/20**

- 4.1 The school term dates for 2018/2019 and 2019/20, following the criteria outlined in section 3.2 are attached as the appendices to this report.
- 4.2 These dates are mandatory for community and voluntary controlled schools.
- 4.3 These dates are recommended to the governing bodies of foundation and voluntary aided schools and academies in order to avoid disruption and attendance issues for families who have children at different schools.

**5. Teacher Development Days**

- 5.1 Governing bodies should ensure that the five teacher development days are set for each academic year and that staff have been consulted as part of the process when agreeing these dates.
- 5.2 The following principles should be followed when setting teacher development days.
- The five teacher development days will be designated from 'pupil days' by each individual school's governing body.
  - No more than two days should be set consecutively for this purpose.

- This time could be designated as twilight sessions.
- Some clusters of schools may wish to consider a common teacher development day to facilitate shared training opportunities.
- Although terms are designated to start on a Monday, schools can still use Mondays (or Tuesday if the Monday is a bank holiday) for teacher development days. For example in 2018-19 pattern schools may wish to use Monday 3<sup>rd</sup> September as a teacher development day.

## **6. What Governing Bodies are requested to do**

### **6.1 Community and voluntary controlled schools**

Governing bodies are required to approve the holiday pattern and agree and minute the teacher development days they will be taking during 2018-19 and 2019-20.

### **6.2 Voluntary aided schools and academies**

Governing bodies are recommended to adopt the holiday pattern, where possible, and agree and minute the teacher development days they will be taking during 2018/19 and 2019/20. They are also requested to inform the Local Authority on the proforma attached of their term dates if they vary from the Local Authority holiday pattern.

### **6.3 To provide views on the usefulness of a suggested holiday pattern being provided by the LA to schools if the Draft Deregulation bill is passed in its current form.**

## Appendix 1

DRAFT HOLIDAY PATTERN 2018-2019							
	PUPIL DAYS					SCHOOL DAYS PER HALF TERM	
	BANK HOLIDAYS						
	SCHOOL HOLIDAYS						
	Mon	Tues	Wed	Thurs	Fri	AUTUMN OPEN	
Sept 2018	3	4	5	6	7	35	
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
October	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		AUTUMN HALF TERM
November	29	30	31	1	2		40
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	23	24		
December	26	27	28	29	30		
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21	AUTUMN CLOSE	
Jan 2019	24	25	26	27	28		
	31	1	2	3	4		
	7	8	9	10	11	31	
	14	15	16	17	18		
	21	22	23	24	25		
February	28	29	30	31	1		
	4	5	6	7	8		
	11	12	13	14	15		SPRING HALF TERM
	18	19	20	21	22		
March	25	26	27	28	1	25	
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
April	25	26	27	28	29		
	1	2	3	4	5		SPRING CLOSE
	8	9	10	11	12		
	15	16	17	18	19	27	
	22	23	24	25	26		
May	29	30	1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		SUMMER HALF TERM
	27	28	29	30	31		
June	3	4	5	6	7	37	
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
July	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
<b>TOTAL PUPIL DAYS</b>							<b>195</b>



**DRAFT HOLIDAY PATTERN 2019-2020**

	<b>PUPIL DAYS</b>					<b>SCHOOL DAYS PER HALF TERM</b>
	<b>BANK HOLIDAYS</b>					
	<b>SCHOOL HOLIDAYS</b>					
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	
<b>Sept 2019</b>	2	3	4	5	6	<b>35</b>
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
<b>October</b>	30	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	<b>AUTUMN HALF TERM</b>
<b>November</b>	28	29	30	31	1	<b>40</b>
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
<b>December</b>	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	<b>AUTUMN CLOSE</b>
<b>Jan 2020</b>	30	31	1	2	3	<b>30</b>
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
<b>February</b>	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	<b>SPRING HALF TERM</b>
	24	25	26	27	28	<b>30</b>
<b>March</b>	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
<b>April</b>	30	31	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	<b>SPRING CLOSE</b>
	20	21	22	23	24	<b>24</b>
<b>May</b>	27	28	29	30	1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
<b>June</b>	1	2	3	4	5	<b>36</b>
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
<b>July</b>	29	30	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
<b>TOTAL PUPIL DAYS</b>						

**Appendix 2**

**SCHOOL HOLIDAY PATTERN 2018/19 and 2019/20**

School: \_\_\_\_\_

Holiday pattern if different (for voluntary aided schools and academies only)

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<b>Signed:</b>	
<b>Chair of Governors:</b>	<b>Date:</b>

Please return to Rebecca Hoyle, Governor Support, Department for Children, Young People & Culture, 3 Knowsley Place, Duke Street, Bury BL9 0EJ

You can scan this form and email it to Rebecca at [R.Hoyle@bury.gov.uk](mailto:R.Hoyle@bury.gov.uk)