
Cabinet Member for Education

8 April 2015

Name of Cabinet Member:

Cabinet Member for Education – Councillor D Kershaw

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected: All

Title: Determination of School Terms and Holidays 2016 – 2017

Is this a key decision?

No

Executive Summary:

This report informs Cabinet Member of the outcome of the public consultation on the School Terms and Holidays dates for 2016/2017 and asks Cabinet Member to agree the School Terms and Holidays Calendar for 2016/2017.

Currently the local authority is required to set term and holiday dates for community schools, community special schools, voluntary controlled schools, pupil referral units and maintained nursery schools. All schools in England are free to decide when their school day should start and end.

Governing bodies are required to set term and holiday dates in foundation and voluntary aided schools. The academy trust is responsible for the duration of the school year and term and holiday dates for academies and free schools.

The public consultation on the Coventry school terms and holidays dates 2016/2017 took place from 23 February 2015 to 10 March 2015. There were 493 valid replies to the consultation. The most popular of the three options available was Option 1 with pupils beginning their Christmas holidays on Monday 19 December. This was the preferred option of other West Midlands Authorities and Warwickshire. Details of the three options for School terms and holidays dates 2016/2017 can be seen on pages 4 and 5 of the Consultation Document, which is found in Appendix 1.

Recommendations:

The Cabinet Member for Education is requested to:

- (1) Consider the outcome of the public consultation on School Terms and Holidays and agree a calendar of School Terms and Holidays for 2016/2017.
- (2) Adopt Option 1 as the School Terms and Holidays programme 2016/2017 for Community, Voluntary Controlled and Community Special Schools and maintained Nursery Schools.
- (3) Invite the Catholic and Church of England Diocesan Authorities and the Governors of Trust Schools and Academies to recommend the same calendar for their schools.

List of Appendices included:

Appendix 1: School Terms and Holidays 2016/2017 Consultation Document

Background Papers

None

Other useful documents:

[Education \(School Day and School Year\) \(England\) Regulations 1999](#) (for academic year length.)

[Responsibility for fixing dates of terms and holidays and times of sessions](#)

[Draft Deregulation Bill](#) , Schedule 14, section 33

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Determination of School Terms and Holidays 2016 - 2017

1. Context (or background)

- 1.1 Under Section 32 of the Education Act 2002 in the case of a community, voluntary controlled or community special school or a maintained nursery school the Local Authority is required to determine the dates when the school terms and holidays are to begin and end, and the governing body is required to determine the times of the school sessions.
- 1.2 Governing bodies are required to set term and holiday dates in foundation and voluntary aided schools. The academy trust is responsible for the duration of the school year and term and holiday dates for academies and free schools.
- 1.3 The draft Deregulation Bill proposes allowing governing bodies of community, voluntary controlled, community special schools and maintained nursery schools in England to set the dates when the school terms and holidays are to begin and end. The proposed change could take effect from September 2015 onwards. The Local Authority believes that a standard set of holiday dates adopted by all Coventry schools will be better for school attendance, the organisation of admissions to Year R/Year 7 and for parents and carers arranging childcare and transport. Coventry schools will be requested to adopt the outcome of this consultation.
- 1.4 The current Coventry Local Authority principles and protocols were taken into account when setting the 3 options for consideration:
 - a school year is 195 days, with 190 pupil days and 5 teacher days;
 - 1 teacher day is determined by the Local Authority and 4 days by individual schools;
 - statutory holidays are observed;
 - schools prefer, especially secondary schools, full weeks of teaching wherever possible;
 - schools prefer a full week break at half term and two full weeks at Easter and Christmas;
 - half term holidays are set at the same time as those of neighbouring Authorities if possible.

The comments from consultations of previous years are also taken into account.

- 1.5 The half term holidays and Easter holidays in the 2016/17 consultation options have been set to the preferred option dates of Warwickshire and the neighbouring West Midlands authorities. Until these authorities have finished their own consultations their actual term and holiday dates are unknown.
- 1.6 There were 493 valid replies to the public consultation, which took place from 23 February 2015 to 10 March 2015. The most popular overall of the 3 options available was Option 1 with 249 votes. Option 2 had 129 votes and Option 3 had 107 votes. 8 respondents sent comments, but did not choose an option.

2. Options considered and recommended proposal

- 2.1 The full details of the 3 options for School terms and holidays dates 2016/2017 can be seen in the Consultation Document found in Appendix 1.
- 2.2 The protocols in paragraph 1.4 were complied with in all options.

- 2.3 In previous consultations head teachers and members of the public expressed a preference for school holidays to be set at the same time as those of neighbouring Authorities. In consideration of this viewpoint all consultation options have the same dates set for the half term holidays and Easter holidays as the preferred option dates of Warwickshire and the neighbouring West Midlands authorities. The Christmas holiday dates in option 1 are the same as the preferred option dates of Warwickshire and the neighbouring West Midlands authorities.
- 2.4 Teachers have expressed concern that pupils should have enough time in school after Easter to prepare properly for summer exams. They have also expressed a preference for equal term lengths. The table below shows the term lengths for each option offered in the consultation.

Table 1: Term Lengths for Consultation Options

	Option 1	Option 2	Option 3
Autumn	70	73	74
Spring	64	60	60
Summer	61	62	61
Total	195	195	195

Please note that these term lengths include the five teacher days.

Easter Sunday is 16 April 2017 so the spring term and summer term are similar lengths.

- 2.5 Easter Sunday is the middle Sunday in the school Easter holiday in all options. This allows time after Easter for exam preparation and gives more equal term lengths. Both the Easter and Christmas holidays are two complete weeks.
- 2.6 Having met the criteria in the protocols, paragraph 1.4, and preferences given in paragraphs 2.3 -2.5 there was very little scope for alternative options. Head teachers and teachers have frequently mentioned that incomplete teaching weeks lower attendance, but incomplete weeks are unavoidable due to bank holidays and the requirement that there are 190 days when pupils are taught. The consultation options gave an opportunity to choose alternative start dates to the Christmas holidays and alternative end dates to the academic year and make the best choice for attendance.

3. Results of consultation undertaken

- 3.1 The Consultation Document was sent to head teachers and governing bodies of Coventry schools, Diocesan Boards of Education, Trade Unions and Early Years Providers. It was available to read on the Coventry City Council website, www.coventry.gov.uk.
- 3.2 Replies were collected online from the Coventry City Council website.
- 3.3 There were 493 valid responses to the consultation coming from 460 individuals, 21 schools, 4 other organisations and 8 respondents with no description.
- 3.4 The most popular choice was option 1 with 249 votes (50%). Option 2 had 129 votes (26%), Option 3 had 107 (22%) votes and 8 (2%) respondents chose to send comments only.

3.5 The results can be seen in Table 2 below.

Table 2: Summary of Replies

Response Type	Option 1	Option 2	Option 3	Grand Total
On behalf of a school or organisation	6	7	12	25
As an individual or unknown	243	122	95	460
Grand Total	249	129	107	485

3.6 The combined vote for Options 2 and 3 was 236, only 13 below Option 1.

3.7 Option 1 was more popular than Options 2 and 3 and aligns with neighbouring authorities so Option 1 is recommended as the School Terms and Holidays calendar for 2016/2017 for Coventry Community, Voluntary Controlled and Community Special Schools, and maintained Nursery Schools.

4. Timetable for implementing this decision

4.1 When the cabinet member decision becomes effective schools will be informed of the approved school terms and holidays calendar for 2016/17. The approved calendar will also be displayed on the City Council website.

4.2 Catholic and Church of England Diocesan Authorities, governors of voluntary aided schools, governors of trust schools, free schools and academy trusts and will be informed and invited to recommend the same calendar for their schools

5. Comments from the Executive Director of Resources

5.1 Financial implications

There are no financial implications.

5.2 Legal implications

Under Section 32 of the Education Act 2002 in the case of a community, voluntary controlled, community special school or a maintained nursery school the local authority is required to determine the dates when the school terms and holidays are to begin and end. The governing body is required to determine the times of the school sessions.

The governing body in the case of foundation, voluntary aided, foundation special schools and academies are required to determine school terms and holidays dates and school sessions.

Paragraph 3 of Schedule 14 of the Government's draft De-Regulation Bill moves all responsibility for determining term dates in community, voluntary controlled, community special schools and maintained nursery schools from the local authority to the Governing Body. If approved the governing body of all such maintained schools will be responsible for determining their school's term and holiday dates each year as is the case now for all voluntary aided, foundation and academy schools.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Local Authority is required to determine the dates when the school terms and holidays are to begin and end for community, voluntary controlled and community special schools and maintained nursery schools.

Appropriate school term and holiday dates can increase attendance and aid curriculum planning so helping pupil achievement.

6.2 How is risk being managed?

Current legislation on the number of teaching sessions has been complied with. Trade unions were asked to consider the calendar options prior to the public consultation to ensure that the options were acceptable to their members. The public consultation considered in this report has enabled various points of view from school staff and governors, parents and carers and pupils to be taken into account.

6.3 What is the impact on the organisation?

Centrally employed staff on Teachers Pay and Conditions will have their holiday pattern determined by this consultation.

6.4 Equalities / EIA

Although all the views of different groups are considered in setting term dates, Government legislation and the protocols given in paragraph 1.4 limit the flexibility of the dates for school terms and holidays.

Before the start of the public consultation on School Terms and Holidays 2016/17 Warwickshire and West Midlands local authorities and unions were consulted to find out if there were any issues they believed would affect setting the school term and holiday dates. No specific equalities issues were identified through this process.

The public consultation on the Coventry school term and holiday dates 2016/17 took place from 23 February 2015 to 10 March 2015. The consultation aimed to establish the views of governors, head teachers, teachers, parents and carers of pupils and other school employees.

The Consultation Document was sent to head teachers and chairs of governing bodies of Coventry schools, Diocesan Boards of Education, Trade Unions and Early Years Providers and was also available on the Coventry City Council website, www.coventry.gov.uk. The consultation was publicised in the local newspaper and on social media. The consultation document was available in other formats and languages on request.

The survey asked for comments from respondents to further inform the decision.

The data received mainly reflected the views of governors, teachers, and parents and carers of pupils and did not raise any equalities issues.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

It is desirable to align school holidays with those of neighbouring local authorities to minimise the difficulties to families such as those where parents work or live in a different authority to that of the school attended by their children or where siblings attend schools in different authorities.

Report author(s):**Name and job title:**

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Names of approvers for submission: (officers and Members)				
Rachel Sugars	Finance Manager	Resources	12/03/15	16/03/15
Elaine Atkins	Solicitor, Legal Services	Resources	12/03/15	12/03/15
Myran Larkin	Human Resources Schools	Resources	12/03/15	16/03/15
Brian Walsh	Executive Director	People	12/03/15	26/03/15
Councillor D Kershaw	Cabinet Member (Education)	-	12/03/15	26/03/15

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix1

Coventry City Council People's Directorate

School Terms and Holidays 2016/2017 Consultation

23 February 2015 to 10 March 2015

INTRODUCTION

Coventry Local Authority is now seeking your views on school terms and holidays options for the 2016/2017 academic year.

The draft Deregulation Bill proposes allowing governing bodies of community, voluntary controlled, community special and maintained nursery schools in England to set their own school term and holiday dates from September 2015 onwards. The Governing Bodies of academies, free schools, foundation/trust and voluntary aided schools currently have the power to set the term and holiday dates for their own schools.

The Local Authority believes that a standard set of holiday dates adopted by all Coventry schools will be better for school attendance, the organisation of admissions to Year R/Year 7 and for parents and carers arranging childcare and transport. The term and holiday setting procedure will continue for 2016/17 as in previous years and Coventry schools will be requested to adopt the outcome of this consultation.

BACKGROUND

Coventry takes into account the following principles in setting calendars for school terms and holidays:

- a school year is 195 days, with 190 pupil days and five teacher days;
- one teacher day is determined by the Local Authority and four days by individual schools;
- statutory holidays are observed;
- schools prefer full weeks of teaching wherever possible;
- schools prefer a full week break at half term and two full weeks at Easter and Christmas;
- half term holidays are set at the same time as those of neighbouring authorities if possible.

The comments from consultations of previous years are also taken into account.

TEACHER DAYS

A teacher day is a work day for teachers, but not a pupil teaching day

If a community or voluntary controlled school decides to close to pupils on an election day then one of the remaining four teacher days must be used for this purpose. This is also recommended for foundation/trust and voluntary aided schools and for academies.

There are no Local Election dates currently set for 2017.

OPTIONS FOR THE 2016/2017 ACADEMIC YEAR

Until other West Midlands and Warwickshire Local Authorities have finished their own consultations their final term and holiday dates are unknown. Option 1 gives the West Midlands and Warwickshire Local Authorities preferred options for 2016/17 term and holiday dates. Options 2 and 3 begin and end the Christmas holiday later than in Option 1. Option 2 ends the academic year 1 day later than Option 1.

Coventry City Council is asking for your option preference for the choices below. Holiday dates are inclusive.

Option 1

Autumn Term 2016

- Term Starts Tuesday 6 September 2016 for pupils (Monday 5 September 2016 for teachers)
- Half Term Monday 24 October 2016 to Friday 28 October 2016
- Term Ends Friday 16 December 2016

Spring Term 2017

- Term Starts Tuesday 3 January 2017
- Half Term Monday 20 February 2017 to Friday 24 February 2017
- Term Ends Friday 7 April 2017

Summer Term 2017

- Term Starts Monday 24 April 2017
- Half Term Monday 29 May 2017 to Friday 2 June 2017
- Term Ends Tuesday 25 July 2017

Option 2

As Option 1 with the following changes:

Autumn Term 2016

- Term Ends Wednesday 21 December 2016

Spring Term 2017

- Term Starts Monday 9 January 2017

Summer Term 2017

- Term Ends Wednesday 26 July 2017

Option 3

As Option 1 with the following changes:

Autumn Term 2016

- Term Ends Thursday 22 December 2016

Spring Term 2017

- Term Starts Monday 9 January 2017

These options are illustrated in calendar format on page 4

PLEASE MAKE YOUR VIEWS KNOWN

This consultation document is currently available to download from the Coventry City Council website by following the School Term Times link.

Your views are important. Please make them known by completing the online feedback form on the Council's website by following the link

<http://www.coventry.gov.uk/termdates>
or <http://www.coventry.gov.uk/consultations>

REPLIES MUST BE RECEIVED BEFORE 5:00 PM TUESDAY 10 MARCH 2015.

WHAT HAPPENS NEXT

The consultation period runs from Monday 23 February 2015 to 5:00 pm Tuesday 10 March 2015. All responses received during the consultation period will be collated and reported to Cabinet Member (Education), on 8 April 2015, for his decision.

Following the decision by the Cabinet Member (Education), the dates of the Terms and Holidays for Academic Year 2016/17 will be available on the [School Term and Holiday](#) page of the Coventry City Council website

Option 3

July 2016						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2016						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2016						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2016						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2016						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2016						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2017						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2017						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2017						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2017						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2017						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2017						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key

- Bank Holiday
- School Holiday
- 30 Teacher day

Your opinions are valued.
 Please return your response before 5:00 PM TUESDAY 10 MARCH 2015
 by using the online form on the Council's website:

<http://www.coventry.gov.uk/termdates>

or

<http://www.coventry.gov.uk/consultations>

School Terms and Holidays 2016/2017 Questionnaire

This survey is being carried out by Coventry City Council, in line with the Data Protection Act 1998. The data controller is Coventry City Council. The information collected in this survey will be used by Coventry City Council for the purposes of setting the School Term and Holiday Dates for Community Schools in 2016/17. A final report will be published here: www.coventry.gov.uk/previousconsultations after 26 April 2015. All information produced will be anonymised.

1) In what capacity are you responding (please tick one)?

- As an Individual
 On behalf of an Organisation

If you are replying on behalf of an organisation please could you give the name of the organisation?

2) Please tick the description that best fits you (select all that apply).

- | | |
|---|---|
| <input type="checkbox"/> Head Teacher | <input type="checkbox"/> Other school employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Parent/carer |
| <input type="checkbox"/> Chair of Governors | <input type="checkbox"/> Member of the public |
| <input type="checkbox"/> Governor | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Trade Union representative | |

If you ticked Other, please provide details:

3) Please tick your preferred academic year option

- Option 1
 Option 2
 Option 3

4) **Additional Comments:**

A brief statement of the reason for your decision gives a better understanding of the priorities for schools and their users when term dates are set. Reasons might include curriculum planning, family holidays coinciding, culture or faith.

About you:

Please provide some information about yourself so that we can monitor which groups of people are taking part in the consultation.

Please be advised that the information you provide will be stored on SurveyMonkey servers in the United States of America and Survey Monkey gives an undertaking never to disclose the survey questions or your response to others without permission. All data will be held securely. You are under no obligation to complete this section of the survey if you do not wish to.

How old are you?

<input type="checkbox"/>	Under 16	<input type="checkbox"/>	55 – 64
<input type="checkbox"/>	16 - 24	<input type="checkbox"/>	65 – 74
<input type="checkbox"/>	25 - 34	<input type="checkbox"/>	75 – 84
<input type="checkbox"/>	35 - 44	<input type="checkbox"/>	85+
<input type="checkbox"/>	45 - 54		

What is your gender?

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

What is your ethnic background?

<input type="checkbox"/>	White - British (includes English / Welsh / Scottish / Northern Irish)	<input type="checkbox"/>	Asian/ Asian British – Pakistani
<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Asian/ Asian British - Bangladeshi
<input type="checkbox"/>	White - Gypsy/Irish Traveller	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	White - Other	<input type="checkbox"/>	Asian/ Asian British - Other
<input type="checkbox"/>	Mixed - White and Black Caribbean	<input type="checkbox"/>	Black/ Black British - African
<input type="checkbox"/>	Mixed - White and Black African	<input type="checkbox"/>	Black/ Black British - Caribbean
<input type="checkbox"/>	Mixed - White and Asian	<input type="checkbox"/>	Black/Black British - Other
<input type="checkbox"/>	Mixed - Other	<input type="checkbox"/>	Arab
<input type="checkbox"/>	Asian/ Asian British - Indian	<input type="checkbox"/>	Any other ethnic group

What is your religion?

<input type="checkbox"/>	No religion	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Any other religion

Do you consider yourself to be a disabled person?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Thank you for taking the time to complete this survey.

If you need this information in another format or language
please contact us.

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Please use Terms and Holidays in your email subject title