
Cabinet Member for Education

20 April 2016

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 2017 – 2018

Is this a key decision?

No - although school terms and holidays affect all wards of the city, it is not expected to have a significant impact on communities.

Executive Summary:

This report informs the Cabinet Member for Education of the outcome of the public consultation on the School Terms and Holidays dates for 2017/2018 and asks for his agreement of the School Terms and Holidays Calendar for 2017/2018.

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 2017/2018 took place from 10 March to 24 March 2016. There were 515 valid replies to the consultation. The most popular of the three options available was Option 1 with pupils beginning their Christmas holidays on Thursday 21 December 2017. This was the preferred option of other West Midlands Authorities.

Details of the three options for School terms and holidays dates 2017/2018 can be seen in the Consultation Document in Appendix 1 to the report.

Recommendations:

The Cabinet Member for Education is recommended to:

- (1) Consider the outcome of the public consultation on School Terms and Holidays and agree a calendar of School Terms and Holidays for 2017/2018.
- (2) Adopt Option 1 as the School Terms and Holidays Programme 2017/2018 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 2017/2018 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](#)

[Deregulation Act 2015, Schedule 16 \(Schools: Reduction of Burdens\)](#)

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 2017 - 2018

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 Deregulation Bill was to allow 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. This change will not take place.
- 1.4 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 and Year 7, parents and carers where siblings attend different schools and for parents and carers arranging childcare and transport. Coventry schools will be requested to adopt the outcome of this consultation.
- 1.5 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 (INSET)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.

- 1.6 The half term holidays and Easter holidays in the 2017/18 consultation options have been set to the preferred option dates of the neighbouring West Midlands authorities. Until these authorities have finished their own consultations their actual term and holiday dates are unknown.
- 1.7 There were 515 valid replies to the public consultation, which took place from 10 March to 24 March 2016. The most popular overall of the 3 options available was Option 1 with 256 votes. Option 2 had 76 votes and Option 3 had 170 votes. 13 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 2017/2018 can be seen in the Consultation Document found in Appendix 1 to the report.
- 2.2 The protocols in paragraph 1.5 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 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. As the date of Easter Sunday varies each year this is not always possible. 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	74	70	73
Spring	54	58	56
Summer	67	67	66
Total	195	195	195

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

- 2.5 Easter Sunday is the first Sunday in the school Easter holiday in all options. This allows time after Easter for exam preparation. The Easter holidays in all options and Christmas holidays in options 1 and 2 are two complete weeks.
- 2.6 Having met the criteria in the protocols, paragraph 1.5, and preferences given in paragraphs 2.3 -2.4 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 teaching days in the academic year. The consultation options gave an opportunity to schools to make the best choice for their attendance.
- 2.7 Option 1 is recommended as the School Terms and Holidays calendar for 2017/2018 for Coventry Community, Voluntary Controlled and Community Special Schools, and maintained Nursery Schools.

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 515 valid responses to the consultation coming from 476 individuals and 37 organisations and 2 respondents with no description.
- 3.4 The most popular choice was option 1 with 256 votes (50%). Option 2 had 76 votes (15%), Option 3 had 170 (33%) votes and 13 (2%) respondents chose to send comments only.
- 3.5 The results can be seen in Tables 2 and 3 below.

Table 2: Summary of Replies

	As an Individual	On behalf of an Organisation	Unknown	Grand Total
Option 1	234 (49%)	21 (57%)	1 (50%)	256 (50%)
Option 2	70 (15%)	5 (14%)	1 (50%)	76 (15%)
Option 3	160(34%)	10 (27%)		170 (33%)
Unknown	12 (2%)	1 (3%)		13 (2%)
Grand Total	476 (100%)	37 (100%)	2 (100%)	515 (100%)

Table 3: Summary of Replies by Type of Respondent (largest groups only are listed)

	Head teacher, executive head, deputy head teacher	Teacher or Teaching Assistant	Other School Employee	Early Years Provider	Parent or Carer	Member of the Public
Option 1	19 (63%)	91(57%)	29 (47%)	4 (50%)	111 (46%)	6 (27%)
Option 2	1 (3%)	21 (13%)	7 (11%)	2(25%)	35 (14%)	13 (59%)
Option 3	9 (30%)	45 (28%)	25 (40%)	2 (25%)	90 (37%)	3 (14%)
Unknown	1(3%)	4 (2%)	1 (2%)	0	7 (3%)	0
Grand Total	30 (100%)	161(100%)	62(100%)	8(100%)	243 (100%)	22 (100%)

3.6 Option 1 was preferred by organisations and individuals (see table 2 above) and by head teachers, teachers, other school employees and parents and carers. Members of the public preferred option 2.

3.7 The reasons for the choice were as shown in Table 4 below.

Table 4: Reasons for Choice

Reason	Number of Replies	% of Replies
Better for family being together	275	57%
Prefer holidays after Christmas	230	47%
Better for Work	145	30%
Better for childcare	89	18%
Pupils need the rest	79	16%
Better for pupil attendance	68	14%
Staff and/or parents have more of a rest	63	13%
Better for the school curriculum	61	13%
Prefer holidays before Christmas	52	11%
Prefer earlier start to summer holiday	50	10%

3.8 The most popular reasons were “Better for family being together “, “Better for family being together”, “Better for Work “ and “Better for childcare “. The popularity of family issues may have been due to the large numbers of parents and carers responding.

3.9 Option 1 is recommended as the School Terms and Holidays calendar for 2017/2018 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 2017/18. 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 Executive Director of Resources

5.1 Financial implications

There are no financial implications associated with this report.

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.

The Deregulation Act 2015 was drafted to enable when in force, the responsibility for determining term dates in community, voluntary controlled, community special schools and maintained nursery schools to be moved from the local authority to the Governing Body. The Department for Education have notified local authorities that these provisions will not now be commenced.

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

The Consultation Document was sent to head teachers of Coventry schools, including Faith schools and Special 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 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 head teachers, teachers, and parents and carers of pupils.

There were 515 respondents and valid ethnicity information was given by 488 of these of which 429 were White British. There was a low response from the black, Asian and minority ethnic population, 11% compared to an expected 33%. Future School Terms and Holidays consultations will be brought to the attention of the Interfaith & Communities Forum chaired by the Deputy Leader of the Council.

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.

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Councillor D Kershaw	Cabinet Member for Education	-	06/04/16	06/04/16

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

Appendix 1
Coventry City Council People's Directorate
School Terms and Holidays 2017/2018 Consultation
10 March 2016 to 24 March 2016

INTRODUCTION

Coventry Local Authority is now seeking your views on school terms and holidays options for the 2017/2018 academic year.

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 is responsible for setting the school term and holiday dates for community, voluntary controlled, community special and maintained nursery 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 2017/18 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 (INSET 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 Local Elections currently set for 3 May 2018

Options for the 2017/2018 Academic Year

The Academic year starts on the same date in each option, **Tuesday 5 September 2017** for pupils and **Monday 4 September 2017** for teachers.

The half term holiday dates are the same in all three options as these are the dates agreed with other West Midlands Authorities and Warwickshire.

The Christmas holiday dates are different in each option.
Easter Sunday is at the start of the school Easter holiday in each option.
The Academic year end date depends on the Christmas holiday dates.
Until other West Midlands and Warwickshire Local Authorities have finished their own consultations their final term and holiday dates are unknown.

Coventry City Council is asking for your preference from the three options below. Holiday dates are inclusive.

Option 1

Autumn Term 2017

- Term Starts Tuesday 5 September 2017 for pupils (Monday 4 September 2017 for teachers)
- Half Term Monday 23 October 2017 to Friday 27 October 2017
- Term Ends Thursday 21 December 2017

Spring Term 2018

- Term Starts Monday 8 January 2018
- Half Term Monday 19 February 2018 to Friday 23 February 2018
- Term Ends Thursday 29 March 2018

Summer Term 2018

- Term Starts Monday 16 April 2018
- Half Term Monday 28 May 2018 to Friday 1 June 2018
- Term Ends Wednesday 25 July 2018

Option 2

As Option 1 with the following changes:

Autumn Term 2017

- Term Ends Friday 15 December 2017

Spring Term 2018

- Term Starts Tuesday 2 January 2018

Summer Term 2018

- Term Ends Wednesday 25 July 2018

Option 3

As Option 1 with the following changes:

Autumn Term 2017

- Term Ends Wednesday 20 December 2017

Spring Term 2018

- Term Starts Thursday 4 January 2018

Summer Term 2018

- Term Ends Tuesday 24 July 2018

These options are shown in calendar format bellow.

Option 1

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

November 2017							December 2017							January 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29	30			25	26	27	28	29	30	31	29	30	31				

February 2018							March 2018							April 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May 2018							June 2018							July 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

School Holiday
 Bank Holiday
 INSET day

Option 2

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

November 2017							December 2017							January 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2018							March 2018							April 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May 2018							June 2018							July 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

School Holiday
 Bank Holiday
 INSET day

Option 3

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

November 2017							December 2017							January 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2018							March 2018							April 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May 2018							June 2018							July 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29

School Holiday
 Bank Holiday
 INSET day

Your opinions are valued

The Consultation is open from Thursday 10 March 2016 to Thursday 24 March 2016

Please return your response before 5:00 PM THURSDAY 24 MARCH 2016

Please Make Your Views Known

Your views are important. Please make them known by completing the online feedback form on the Council's website <http://www.coventry.gov.uk/consultations>

Replies must be received before 5:00pm Thursday 24 March 2016.

What Happens Next

The consultation period runs from Thursday 10 March 2016 to 5:00 pm Thursday 24 March 2016. All responses received during the consultation period will be collated and reported to Cabinet Member (Education), on 20 April 2016, for his decision.

Following the decision by the Cabinet Member (Education), the dates of the Terms and Holidays for Academic Year 2017/18 will be available on the School Term and Holiday page of the Coventry City Council website

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

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