

Cabinet Member for Education and Skills

12th April 2017

Name of Cabinet Member:

Cabinet Member for Education and Skills - Councillor K Maton

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

All Wards

Title:

Determination of School Terms and Holidays – 2018/19 and 2019/20

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 and Skills of the outcome of consultation and seeks approval of the School Terms and Holidays calendars for 2018/19 and 2019/20.

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. Academies and free schools are responsible for setting their own terms and holiday dates.

Recommendations:

The Cabinet Member for Education and Skills is recommended to:

- (1) Consider the outcome of the consultation on School Terms and Holidays and agree a calendar for 2018/19 and 2019/20;
- (2) Adopt the School Terms and Holiday calendar for 2018/19 and 2019/20 for Community, Voluntary Controlled and Community Special Schools and Maintained Nursery Schools as set out in appendix 1; and
- (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:

None

Background Papers

None

Other useful documents:

Education (School Day and School Year) (England) Regulations 1999 (for academic year length.)

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 2018/19 and 2019/20

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. Trusts are responsible for the duration of the school year and term and holiday dates for academies and free schools.
- 1.3 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. All Coventry schools will be requested to adopt the approved calendars for 2018/19 and 2019/20.
- 1.4 The current Coventry Local Authority principles and protocols were taken into account when setting the proposals 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.

- 1.5 The half term holidays and Easter holidays in the 2018/19 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. No other West Midland Local Authorities have consulted on proposals for 2019/20 and therefore Coventry would be setting a calendar which again may not reflect the outcome of consultation for other authorities.

2. Options considered and recommended proposal

- 2.1 The full details of the proposal for school terms and holiday dates 2018/2019 and 2019/20 are detailed in Appendix 1 to the report.
- 2.2 The protocols in paragraph 1.4 are reflected in the proposals for both 2018/19 and 2019/20.
- 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 the proposal for 2018/19 dates aligns as closely as possible but it should be noted that some authorities are consulting on an option for a two week October half term break in 2018.

- 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 proposal in the consultation.

Table 1: Term Lengths for Consultation Options (includes five Teacher Days)

Term	2018/19	2019/20
Autumn	75	75
Spring	65	64
Summer	55	56
TOTAL	195	195

- 2.5 Having met the criteria in the protocols, paragraph 1.4, 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.

- 2.6 The main features of the proposals for 2018/19 and 2019/20 are as follows:

2018/19

- Schools to set all 5 INSET days
- Autumn Term starts Monday 3rd September; ends Friday 21st December
- October Half term 22nd to 26th October (NB some LA's may set half term one week later or possibly a 2 week half term)
- Two weeks holiday at Christmas (24th December 2018 to 4th January 2019)
- Spring Term starts 7th January 2019; ends Friday 12th April
- February Half Term: 18th February to 22nd February
- Easter holiday: 15th to 26th April - bank holiday weekend in middle of Easter break i.e. schools closed during Holy Week
- Summer term starts 29th April; ends Monday 22nd July
- May Half Term: Monday 27th May to Friday 31st May
- Summer holiday 6 weeks

2019/20

- Schools to set all 5 INSET days
- Autumn Term starts Monday 2nd September; ends Friday 20th December
- October Half term 21st to 25th October (NB some other WM LA's may set half term one week later)
- Two weeks holiday at Christmas (Monday 23rd December 2018 to Friday 3rd January 2020)
- Spring Term starts 6th January 2020; ends Thursday 9th April (3rd April for some WM LA's)
- February Half Term: 24th February to 28th February (NB other WM LA's may set half term one week earlier)
- Easter holiday 10th to 24th April - bank holiday weekend at start of Easter break i.e. schools open during Holy Week
- Summer term starts 27th April (20th April for some WM LA's); ends Tuesday 21st July (20th July for some WM LA's)
- May Half Term: Monday 25th May to Friday 29th May
- Summer holiday 6 weeks

- 2.7 The proposals are recommended as the school terms and holiday calendars for 2018/19 and 2019/20 for Coventry Community, Voluntary Controlled and Community Special Schools, and maintained Nursery Schools.

3. Results of consultation undertaken

- 3.1 Officers developed two options for each academic year and presented these to the Secondary Headteachers Executive on 4th January and Primary Headteachers Executive on 5th January 2017. These options were discussed and preferred school terms and holiday calendars agreed for wider consultation with all schools and trade unions. The consultation proposals are attached at appendix 1.

The proposals were presented at the following meetings:

11 January	Trade Union Partnership
18 January	Secondary Heads Partnership
19 January	Primary Heads Partnership
3 February	Special Heads Forum

- 3.2 Consultees were broadly in favour of the published proposals for both 2018/19 and 2019/20. There was some preference among secondary head teachers to start the Autumn Term on a Thursday or Friday so that the schools could have one or two training days and then the students would be in school for a full first week. There were also comments regarding the 2018/19 summer term ending on Monday 22nd July; there is the option of treating this as a disaggregated INSET day.
- 3.3 At the West Midlands regional meeting held on 6th January 2017 it was noted that a two week October half term break in 2018 was being considered by some authorities and also a reduction in the summer holiday in 2019 to 5 weeks. The proposal contained in this report for 2018/19 are in line with those already set by Solihull; Warwickshire have yet to determine their calendar for 2018/19. No other authority has yet consulted on a calendar for 2019/20.

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 2018/19 and 2019/20. The approved calendars will also be published 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 will also be informed and invited to recommend the same calendar for their schools.

5. Comments from Director of Finance and Corporate Services

- 5.1 Financial implications

There are no financial implications associated with this report.

- 5.2 Legal implications

Section 32 of the Education Act 2002 requires the local authority to determine the dates when the school terms and holidays are to begin and end for community, voluntary controlled, community special school or a maintained nursery school.

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.

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 raise 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 proposals for 2018/19 and 2019/20 to ensure that the options were acceptable to their members.

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

Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination, 2) advance equality of opportunity between people who share a protected characteristic and those who do not 3) foster good relations between persons who share a relevant protected characteristic and people who do not (public sector equality duty - s 149(1) Equality Act 2010). The applicable protected characteristics are disability, gender reassignment; race, religion or belief, sex; sexual orientation, pregnancy or maternity.

Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have "due regard", not to achieve a result but to have due regard to the need to achieve these goals. Consideration being given to the potential adverse impacts and the measures needed to minimise any discriminatory effects.

No equality impact assessment has been carried out as the recommendations do not constitute a change in service or policy.

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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People

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Elaine Atkins	Solicitor Adults and Education	People	10/03/17	16/03/17
Myran Larkin	Human Resources Advisor	People	10/03/17	14/03/17
Michelle Salmon	Governance Services Officer	Place	10/03/17	10/03/17
Names of approvers for submission: (officers and Members)				
Richard Adams	Lead Accountant	Place	20/03/17	22/03/17
Gail Quinton	Deputy Chief Executive (People)	People	16/03/17	20/03/17
Kirston Nelson	Director of Education, Libraries and Adult Education	People	10/03/17	20/03/17
Councillor K Maton	Cabinet Member for Education and Skills	-	16/03/17	20/03/17

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

APPENDIX 1

**Academic Year 2018-19
Preferred Option**

Jul-18						
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					

Aug-18						
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		

Sep-18						
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

Oct-18						
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				

Nov-18						
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		

Dec-18						
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						

Jan-19						
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			

Feb-19						
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			

Mar-19						
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						

Apr-19						
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-19						
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	

Jun-19						
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

Jul-19						
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				

Aug-19						
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	

Sep-19						
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						

 Bank Holiday
 School Holiday

Heads need to set 5 INSET days

	TOTAL DAYS
Autumn Term	75
Spring Term	65
Summer Term	55
TOTAL	195

Half Term	Days
1	35
2	40
3	30
4	35
5	19
6	36
TOTAL	195

Academic Year 2019-20 Preferred Option

Jul-19						
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				

Aug-19						
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	

Sep-19						
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						

Oct-19						
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			

Nov-19						
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	

Dec-19						
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					

Jan-20						
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		

Feb-20						
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	

Mar-20						
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					

Apr-20						
Mo	Tu	We	Th	Fr	Sa	Su
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May-20						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun-20						
Mo	Tu	We	Th	Fr	Sa	Su
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul-20						
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		

Aug-20						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep-20						
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				

 Bank Holiday
 School Holiday

Heads need to set 5 INSET days

	TOTAL DAYS
Autumn Term	75
Spring Term	64
Summer Term	56
TOTAL	195

Half Term	Days
1	35
2	40
3	35
4	29
5	19
6	37
TOTAL	195