



January 2019

## Holidays / Leave of absence in Term Time

### Regulations for taking holidays in term time

The regulations for allowing children term time leave are set out by the DFE and our school policy is written to reflect government legislation, which came into force on 1 September 2013.

In summary, this legislation states that:

- The current law does not give parents any entitlement to take their children out of school for a holiday during term time;
- Any application for leave must only be in 'exceptional' circumstances and the Headteacher must be satisfied that the circumstances are 'exceptional' and warrant the granting of leave;
- In 'exceptional' circumstances, a request for absence must be made in advance to the Headteacher, who will inform you of his/her decision prior to booking the leave;
- If a request for leave is not authorised by the Headteacher and the pupil does not attend school, the absence will be recorded as unauthorised, which then stays on a child's permanent record.

**We are required by law to report unauthorised absences to the Local Authority**, who may issue a Fixed Penalty Notice, which means a parent may be fined by the Education Welfare Service. The regulations do stipulate that fixed penalty fines will be issued and parents must pay £60 within 21 days or £120 within 28 days. I must also make parents aware that due to equalities legislation, fixed penalty notices will now be issued to all parents who have parental responsibility and whom can be traced. This means that both the Father and Mother of a child will receive separate fines, under the regulations, and that each parent will incur a fine for each child. Please be aware that the proceeds from fixed penalty fines **DO NOT** go to the school.

The Government has not provided clear guidance about the definition of 'exceptional circumstances' and what is considered to be 'exceptional' for one person may not be seen as such by another. However, holidays are NOT exceptional circumstances.

When a parent/carer wishes to apply to take their child out of school during term time, they must write to the Headteacher. Any request must be submitted to the school for approval at least two weeks prior to the requested leave. It is important to carefully consider the implications of taking your child out of school during term time and the effect that this may have on their education. Any request for leave during the first 2 weeks in September will not be authorised, as this is an important time in a child's education as they are settling into a new school/class. Similarly, leave will not be authorised for Year 6 pupils during the 2 weeks before SATs and during the week of SATs or for Year 1 pupils in the period of the national Phonics Screening Check.

Further information and guidance can be found on the DfE website - <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

I hope we can rely upon your support in this matter.  
Christopher Dale  
Headteacher