



LEAVE OF ABSENCE POLICY

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in adult life. Bearing this in mind, we would like to ensure that you are aware of the law relating to holidays taken during term time.

As parents you have a legal duty to ensure that your children attend school on a regular basis. The Education Act 1996 makes it a criminal offence for a parent to “*fail to secure their child’s regular attendance at the school*”. The amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*.

The amendments also make it very clear that **Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give parents **no entitlement** to take their child out of school for a holiday in term time and require the Head Teacher and Governing Body to determine what the exceptional circumstances are. The decision will be made by the Head Teacher and/or Governors. They will use their discretion to consider each request individually.

A Leave of Absence form must be completed in advance and returned to the school. These forms can be requested from the School Office and, on completion, should be handed back to the School Office, so that a reply can be given. Alternatively the forms are available from the School’s website. Email requests must be sent for the attention of the Head Teacher.

You must clearly state on the form what the exceptional circumstance is that requires the leave of absence to be taken in term time.

On receipt of the request, you will be sent a response indicating whether the school is able to authorise the leave of absence or not.

If parents, in the circumstance where the absence has not been authorised, still decide to take their child out of school for a leave of absence then the absence will be coded as **unauthorised**. This may lead to the school referring the matter to the Local Authority, which can issue a Fixed Penalty Notice.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
Paid between 21 and 28 days	£120 per parent	£120 per child = £240 per parent
Paid after 28 days	You will receive a summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance	You will receive a summons to appear before the Magistrates’ Court on the grounds you have failed to secure your children’s regular attendance