REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

(FOR COMPLETION BY PARENT/CARER)

The 2013 regulation amendments make 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. PLEASE ENSURE YOU HAVE READ THE LETTER ON THE REVERSE DETAILING THE POSSIBLE ISSUE OF FIXED PENALTY NOTICES.

FOR COMPLETION BY PARENT/CARER

Before authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name(s)_____ Class(es)_____

Dates of Leave of Absence: From _____ To _____ No. of days:_____

Please give full reason (s) for asking for leave of absence in term time

_____

_____

_____

_____

Signed: _____ (Parent/Carer) Date: _____

Print name: _____

Lostock Hall Term dates 1 September 2026 to 31 August 2027

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2026		Wed 2 September
Autumn Half Term 2026	Thurs 22 October	Mon 2 November
Christmas 2026/2027	Fri 18 December	Mon 4 January 2027
Spring Half Term 2027	Fri 12 February	Mon 22 February
Easter 2027	Thurs 25 March	Mon 12 April
May Day Bank Holiday	Fri 30 April	Tue 4 May
Summer Half Term 2027	Fri 28 May	Mon 14 June
Summer 2027	Fri 23 July	---

There will be two INSET days on Tues 1 September 2026 and Friday 23 October 2026 for STAFF only. The other 3 INSET days will be taken during twilight hours and do not affect the dates above.

Lostock Hall Term dates 1 September 2027 to 31 August 2028

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2027		Thurs 2 September
Autumn Half Term 2027	Fri 22 October	Mon 1 November
Christmas 2027/2028	Fri 17 December	Tues 4 January 2028
Spring Half Term 2028	Fri 11 February	Mon 21 February
Easter 2028	Fri 31 March	Wed 19 April
May Day Bank Holiday	Fri 28 April	Tue 2 May
Summer Half Term 2028	Fri 26 May	Mon 12 June
Summer 2028	Wed 25 July	---

There will be three INSET days on Wed 1 September 2027, Tuesday 18 April 2028 and Wednesday 26 July 2028 for STAFF only. The other two INSET days will be taken during twilight hours and do not affect the dates above.

Dear Parent(s)/Carer(s)

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, I would like to include a regular reminder regarding the law relating to holidays taken during term time.

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 recent 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. The decision will be made by the Head Teacher. Each request will be considered individually.

Please complete the Leave of Absence form on the reverse of this letter in advance and return to school.

It must clearly state on the form what the exceptional circumstance is that requires the leave of absence being 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, contrary to what the school has said, 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 requesting a Fixed Penalty Notice to be issued.

Penalties for unauthorised absence:

Timeline	
Paid within 21 days	£80 per parent per child for first offence, £160 per parent per child for second offence.
After 21 days and before 28 days	£160 per parent per child for first offence, £160 per parent per child for second offence.
After 28 days (or immediately for third offence)	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance