

**Leave of Absence during Term Time**  
Academic Year 2016 / 2017



Dear Parent / Carer,

In July 2012, Charlie Taylor (the Government's expert advisor on behaviour at that time) was asked by Michael Gove (Secretary of State for Education) to conduct a review of school attendance. Mr Taylor stated in his report that if children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.

There was since a change in the law concerning term time leave of absence from 1<sup>st</sup> September 2013, Head Teachers **are not able to grant any** leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from school reception. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the School's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. A fine will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form overleaf explains the circumstances where enforcement action may be taken more fully.

Yours Sincerely,

Mrs. J. Lewin  
Headteacher