



Believe, Succeed, Together

Application for Leave of Absence during Term Time

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil, except where an application has been made in advance, and the Headteacher considers that there are '**exceptional circumstances**' relating to the application.

A separate application must be completed for each child and a letter must be attached to the application outlining the 'exceptional circumstances' for which a leave of absence is being sought.

Taking your child out of school during term time could be detrimental to their educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the academic year. 10 days absence also equates to 50 hours of education.

If the absence is not authorised and the holiday is taken, the case will be referred to the Early Help Family Support Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Name of Child	
Date of Birth	
Form	
Date of First Day of Absence	
Date of Return	
Number of Days Requested	
Email Address	

Parental Signature _____ Date _____

Frequently Asked Questions (FAQ)

Q1. Am I entitled to take my child out of school for a family holiday?

No.

Parents have a legal duty to ensure that their children attend school or the alternative provision 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 10 school days.

The amendments make clear that Headteachers 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. The Headteacher will determine what constitutes 'exceptional circumstances'.

Q2. If we decide to take a holiday during term time what should we do?

The parent with whom the child resides, must apply in writing to the Academy.

The letter/application must explain the 'exceptional circumstances' pertaining to the request for the leave of absence.

Q3. What will the Academy do then?

The Headteacher will determine whether the 'exceptional circumstances' threshold has been met.

Whether the application is approved or declined, you will receive a written response from the Assistant Principal with the delegated authority to manage leave of absence requests – Mr. M. Cartlidge.

Q4. What happens if the application is declined but my child still goes on holiday?

If the holiday goes ahead after the application has been declined, the absence will be recorded as 'unauthorised'.

You may also be subject to a Penalty Notice for £120.

When your child returns from the holiday they will be expected to catch up with any work missed. This will be monitored using a 'catch-up form' administered and coordinated by the Head of House or SLT Link.

Unless in exceptional circumstances, pupils with an attendance less than 96% and/or who are absent due to an unauthorised holiday, will be directed into 'catch up sessions' during break, lunch and afterschool, until such time as the work is caught up.