

TERM TIME LEAVE ADVICE FOR PARENTS



Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013.

The amendments made it clear that Headteachers may only grant leave of absence during term time for exceptional circumstances. Any request for leave must be made in writing to the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and professional associations it is suggested that exceptional leave would be:

- Rare
- Significant
- Unavoidable
- Short

(NAHT, 2014)

We expect parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer term health and well being

Educational Welfare officers support the school in ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school where they are on roll. Unauthorised absence including taking term time leave not agreed with the school, can result in legal action being taken including Penalty Notices and court prosecution. Bedford Borough Council can give you a fine of £60, which rises to £120 if you don't pay within 21 days. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school. Parents should arrange holidays during the 13 week school holiday periods. Schools are open 190 days which leaves 175 days of the year for holidays.

Attached is the form you must complete if you wish to request leave as a result of exceptional circumstances.



GOLDINGTON GREEN ACADEMY

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school **AT LEAST 4 WEEKS** before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Headteacher or other senior member of staff and/or produce supporting evidence for your request. **(A separate application must be completed for each child).**

Child's Full Name:

Date of Birth: Year Group: Class:

Address:

Period of Absence: From To:

Reason Requesting Absence: (if request is for a family holiday, please give exceptional circumstances on why it **MUST** be in term time).

Name: Relationship to child:

Signed: Date:

Schools may agree up to 10 days 'holiday leave' in special circumstances such as:-

- **for service personnel and other employees who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupils education;**
- **when a family needs to spend time together to support each other during or after a crisis.**

If you have other children in the family of school age please give details:-

Name: Date of birth: School Attended:

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Application for Leave of Absence During Term Time Return Slip

To: Parent/Carer: an appointment has been made with

to discuss this request on date and time

This absence for to be away from school fordays

from:to: (inclusive)

has been recorded as: C authorised - (under exceptional circumstances)

G unauthorised - (family holiday)

X authorised - (non-statutory age absence)

Reasons given (if appropriate):

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Signed: Headteacher Date:

Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Education Welfare Officer for consideration of a Penalty Notice or other action.