

## Leave of Absence During Term Time

**Children must attend school regularly to achieve their potential. Children who miss out on school can feel vulnerable and left behind. Absence in term time can be very disruptive and can affect your child's education.**

“Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher should determine the amount of days a child can be absent should the leave be granted” – *DFE Guidelines*

### The Law

By Law you must ask permission for your child to miss school. If you don't, you risk a £60 per child, per parent penalty notice. If this is not paid within 21 days it will increase to £120 per child per parent. When a school doesn't give permission, absence is unauthorised and counted as truancy. (example: 2 children and 2 parents = each parent would be fined £120, totalling £240)

### Our policy

Parents do not have the right to remove their children from school during term time. The head teacher will decide whether or not an absence should be authorised.

Absence during term time will not be authorised under the following circumstances:

- The reason given is not exceptional – Once the reason given is deemed to be exceptional then other factors taken into consideration will be:
- Will the leave be during national or school tests or examinations or in the run up to this time?
- Is a child's absence is below 95%?

Absence in term time will only be authorised if parents or carers make a request to the school, and that school feel the criteria listed are met (see holiday form for criteria).

### The cost, convenience or availability of a particular holiday will not be taken into consideration.

If an absence had not been authorised by the Head teacher and parents or carers remove their child from school, their absence will be recorded unauthorised in the register.

**Parents or carers who repeatedly take their children out of school without permission may be issued with fixed penalty of up to £60 and or face possible prosecution in court.**