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Important information when requesting – Term Time absence Important Information for Parents/Carers – Please Read

The law does not grant parents the automatic right to take their child out of school during term time.
As stated in our school attendance policy, only exceptional circumstances warrant an authorised leave of absence. If seeking permission for exceptional circumstances leave of absence, the parent/carer should complete a Leave of Absence Request form. The request should be submitted as soon as it is anticipated; and wherever possible, at least two weeks before the absence. Leave of absence cannot be approved retrospectively.

The school will consider each application individually, considering the specific facts and circumstances. Parents may be required to provide the school with additional evidence in order to support the request. The expectation of the school is that term time holidays should not be planned or booked as a matter of course, as they are likely to be unauthorised. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Granting Leave of Absences
All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see Code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases. A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable)
- Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request, and should not apply blanket policies under which leaves of absence are granted automatically in response to particular circumstances or events. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

A pupil's unauthorised absence from school could result in one of the following:

1. Penalty Notice. The penalty is £80 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution. Prosecution could result in a criminal record and fines up to £2500 and/or 3 months imprisonment.
A full copy of the Attendance Policy is available on our school website or is available on request from our school office.