Leave of absence in term time – what it means for you and your child

Our School Policy is that no holidays will be authorised in term time. If a parent decides to take their child out of school without authorisation, this may result in a Penalty Notice fine being issued by the Local Authority.

The fine applies to all parents and carers. We strongly encourage families to take holiday during school holidays.

Absence requests will only be granted in exceptional circumstances. This request must be put in writing to the Head Teacher, at least 2 weeks before, fully explaining the reason for the request.

The Head Teacher will consider each request carefully Permission for absence will only be granted in exceptional circumstances, when the reason for the request is very clear. Birthdays, anniversaries, weddings over a long period and other family events will not be considered as exceptional circumstances.

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.

Term Time Absence Request Form

*Please return this form to school **at least 2 weeks** in advance of your proposed absence.*

Name Name of child/ren	Year	Class
1.		
2.		

My child will be absent from _____ to _____.

Number of school days which will be missed ……. (**do not** include weekends or school holidays)

Please give details:

Parent/Carer: …… Signature:…….. Date:……

We cannot authorise leave for holidays these will be unauthorised absence, noted on your child's attendance record will result in a penalty notice.

..... Office use only……..……

	Leave Authorised	Leave Not Authorised		Notes
Headteacher: **Signature:** **Date:**				
Letter sent:				**Added to abor and attendance logs:**

Term Time Leave

Advice for Schools and Parents

The School Attendance (Pupil Registration) (England) Regulations 2024 (SI 2024/208) make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Examples that schools may consider exceptional (depending on circumstances and evidence) can include:

- A serious family crisis or bereavement.
- Participation in a regulated performance or sporting event.
- Significant unavoidable family circumstances.

The Bath and Wells Multi Academy Trust and the SCC Education Engagement Officer support schools:

- In expecting 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 wellbeing.

- 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. Schools must explain their stance on term time leave in their attendance policy so that parents and carers are clear on expectations and potential consequences, such as any 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.

Taking a child on holiday in term time interrupts the learning of the whole class and teachers have to spend time helping children catch up when they return. 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.