



Great Bardfield Primary School

Changes to the Application of Absence Leave during Term Time

The current law **does not give parents any entitlement** to take their children out of school for a holiday or extended leave during term time. New changes to legislation make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Schools are required to follow and operate within the new Government regulations. The Essex code of conduct is available at:

[file:///C:/Users/Headteacher/Downloads/Code%20of%20Conduct%20-%20October%202017%20\(1\).pdf](file:///C:/Users/Headteacher/Downloads/Code%20of%20Conduct%20-%20October%202017%20(1).pdf)

Any application for leave must only be in 'exceptional' circumstances and the Headteacher must be satisfied that the circumstances are '**exceptional**' and warrant the granting of leave of absence. **Low cost travel, birthday treats, theatre visits or arrangements made by a family member or friends are not deemed to be exceptional circumstances. This list is not exhaustive.**

In 'exceptional' circumstances, a request for absence must be made in advance, a minimum of 2 weeks before the absence, to the Headteacher, who will inform you of the decision. Headteachers are not expected to deem any term time holiday as 'exceptional' and therefore any decision to grant leave will be made at their discretion.

Penalty notices may be issued where there has been at least 10 sessions (5 days), not necessarily consecutive, of unauthorised absence during the **previous ten school weeks**. In addition, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions (3 Days) of unauthorised leave of absence during the **first two weeks of September**.

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

If a request for leave is not authorised by the Headteacher and the pupil goes on holiday, the absence will be recorded as unauthorised, which then stays on a child's record. The case could be referred to the Missing Education & Child Employment Service who may issue a Penalty Notice.

For information, if the absence is not authorised and the holiday is taken, the case could be referred to the Missing Education & Child Employment Service who may issue a Penalty Notice. The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. Primary responsibility for issuing penalty notices rests with the Local Authority (LA).

If you have any further questions please contact the school office.

Mrs Kerrell
Headteacher.



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Application for Exceptional Leave of Absence during Term Time

I have read the guidance information, however, still wish to make an application for leave of absence from school.

Name of child.....Class

Name of child.....Class

Name of child.....Class

First day of absence.....Last day of absence

Total numbers of days requested..... (Equates to _____ sessions)

Please use the space below to explain and *outline* **the 'exceptional circumstances'** for which a leave of absence is being applied for.

Signed parents/carers.....Date

Following the application, you will receive a copy of this form which will show whether the absence will be recorded as authorised or unauthorised.

For school use only

Authorised Not authorised

Explanation

Signed.....Headteacher or Deputy Headteacher

Date