



## Changes to Leave of Absence during Term-Time

Government regulations regarding school attendance (Education (Pupil Registration) (England) (Amendment) Regulations 2013) state that **schools cannot authorise absence due to family holidays.**

Government guidance states that the Principal has discretion to grant leave, but should only do so in exceptional circumstances. If the Principal grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Additionally, the Government states that parents can be fined for taking their child on holiday during term-time without consent from the school. Consequently, the Academy has a duty to inform the Education Welfare Service of unauthorised absences relating to requests for leave of absence. In such instances, the Education Welfare Service may issue a penalty notice. The penalty is £60 (per parent for each child) if paid within 21 days of receipt rising to £120 (per parent for each child) if paid after 21 days but within 28 days. Parents may be prosecuted if the 28 day payment period has expired and full payment has not been made.

Should you wish to request leave of absence, for your child, a Leave of Absence Request Form must be submitted at least twenty days in advance to the Principal. Within this form, parents need to explain the **exceptional reason for requesting leave of absence during term-time**. Examples of exceptional circumstances may include:

- Service personnel and other employees who are prevented from taking leave outside term-time if the leave of absence will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

The following are examples of reasons which **do not constitute exceptional circumstances** and leave of absence will not be authorised for the following reasons:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term

If you wish to discuss further information relating to leave of absence during term-time please contact the Academy on 01472 887117