



**LEAVE OF ABSENCE IN TERM TIME –
NEW REGULATIONS**

Previous interpretations of the regulations where Head Teachers could grant pupils leave of absence of up to 10 days for the purpose of a two week family holiday in term time has been interpreted by some parents as a right to an automatic two week term-time holiday. **This is not acceptable and the rules have been strengthened to prevent this happening in future.** The Government has brought in new guidance tightening taking time off in term-time. These new rules come into force on 1 September 2013. Head Teachers are no longer permitted to authorise absence for holidays taken during term time. **They are permitted to grant leave only in exceptional circumstances.** If you think you have exceptional circumstances please talk to us without delay and complete a leave request form before arrangements are entered into or money committed. If exceptional circumstances are accepted the Head Teacher will determine how much absence will be authorised.

We understand that holidays are generally less expensive during term time but this does NOT count as Exceptional Circumstances. Please note: leave which is taken for the following reasons will not be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather during school holidays
- Overlap with the beginning or end of term

Be Aware: Holidays which are unauthorised should not be taken. If they are taken, parents are in breach of their legal duty to ensure their child attends school full time and may be subject to a Fixed Penalty notice or prosecution.

For example: We received an application for a holiday before school finished for summer, the parents wanted to go away for the first week of the new school year. The request was declined but the parent then called to say their child was ill and would be off all week on the first week back. This case is now being referred to the Legal Team and will be followed up as will all other similar cases.

We greatly appreciate parental support to reduce the number of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible and we all need to play our part.