

Absence during term time

The Education (Student Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a student; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Missing Education & Child Employment Service (previously EWS). This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate notice would be issued to each parent/carer for each child. The rate per parent/carer per child is £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days. If the penalty notice is not paid each parent/carer may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- Application for term-time leave of absence must be made in writing to the Headteacher in advance by the parent/carer with whom the child normally resides.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents/carers will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.