

- 1 The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
- 2 There is no requirement to authorise just because a request has been made.
- 3 The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
- 4 No parent can demand leave of absence for the purposes of a holiday as a right.
- 5 Any request for leave must be made in advance.
- 6 Holidays cannot be authorised retrospectively.
- 7 If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
- 9 The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
 - Parent's workplace holiday arrangements if supported by a letter from employer.
 - The overall attendance of the child for the previous academic year or 3 terms.
 - If taking leave of absence in the first half of the first term would have a negative impact on pupil progress.
 - If a previous holiday has been taken in the same academic year.
 - Timing of internal and/or external examinations/assessments.
 - The reason given by a parent for requesting leave of absence in term time.

Fixed Penalty Notice Criteria

The school will refer cases to the local authority for consideration of a fixed penalty notice if any unauthorised absence (i.e. taking a holiday in term time) meets the following criteria:

- **Child's absence has fallen below 95.5% (over the previous 3 terms)**
- **The absence is for at least 5 consecutive days or more**
- **The absence is not considered to be for compassionate or extenuating circumstances**

Penalty charges are £60 per week, per child (over 5 years of age) per parent, rising to £120 if not paid within 21 days

Further information can be obtained by contacting a member of the school's admin team on 01709 543061

