St Paul's
C of E Primary School
A place to belong

Application for Leave of Absence

Dear Parent or Carer,

Leave of Absence Guidance

I am writing to remind you of advice from the Department for Education which impacts on the way in which any requests for leave of absence including for holidays in term time will be dealt with. It is intended that this guidance should further reduce the amount of time children lose to holidays in term time.

Headteachers have clear guidance to say that they should not authorise any requests for leave of absence in term time unless in exceptional circumstances. It is for each Headteacher to make a decision as to what circumstances they consider to be exceptional. However things such as the cost of a holiday or availability of a particular holiday are not considered exceptional. There should be very few requests for leave of absence in term time that will be regarded as exceptional and therefore most requests will be declined and marked as unauthorised.

Parents do not have an automatic right for their children to have authorised absence to go on holiday. Parents can be issued with a Penalty Notice if their child is absent from school for a holiday in term time which is not authorised by the head teacher. A Penalty Notice can require a parent to pay a sum of either £80 or £160. Each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices.

Please note that schools have a duty to inform the Local Authority if a child is away from school for more than 15 school days. These days can be authorised or unauthorised absence and consecutive or cumulative.

If you wish to talk about this matter with me, please contact the school to make an appointment.

Yours sincerely,

Christie Clarke
Headteacher