



Faith is all around us.  
 We have to have faith in ourselves in order to be the best that we can be.  
 We are a small school, with big hearts and together we beat as one.  
 Sowing seeds of knowledge and faith, with nurture and love  
 We thrive, we grow.

# Wistow Parochial CE Primary School

**Headteacher: Carla Cox**

## Local Authority Leave of Absence in Term Time - Primary Schools

Document Status			
<b>Date of next review</b>	May 2025	<b>Responsibility</b>	FGB
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		<b>Signed:</b>	

### Aims

The aim of this policy is to minimise the amount of time lost to term-time holidays in order to maximise the educational potential of every child. This can be achieved with the support of parents/carers by ensuring holidays in term time are not taken in school time unless there is exceptional circumstances. There are 175 days each year when your child is not in school. Absence for any reason during term time interrupts a child’s education and disrupts educational progress.

### Regulations and Guidance

The DfE requires Local Authorities to implement government amendments to the regulations regarding the taking of leave of absence in term time, which came into force on 1<sup>st</sup> September 2013. The new law gives no entitlement to parents to take their child on holiday during term time.

Headteachers will not be expected to class any term time leave of absence as exceptional. Headteachers will only be able to grant leave of absence in exceptional circumstances. Decisions will be at the discretion of the Headteacher.

The law says that parents/carers do not have the right, nor can they demand to take their child out of school for leave of absence during term time. Under the Education (Pupil Registration) Regulations 2006, Headteachers have a **discretionary power** to authorise up to 10 days leave in each school year for the purpose of leave of absence in term time.

Wistow Parochial CE Primary School will not routinely grant permission for leave of absence or extended holidays.

The Education Regulations state that applications must be made in advance (6 weeks prior to the holiday) by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family.

It is strongly advised that you do not book your holiday until approval has been given.

The Headteacher will welcome early discussion with parents around potential applications.

Parent/carers will be notified in writing of the decision for a holiday in term time within 10 school days of the date of the application.

The following are examples of the criteria for leave of absence, which may be considered as “exceptional”:

- Service personnel returning from active deployment.
- Where inflexibility of the parents’ leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production of confirmation from the organisation/company.
- Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other after a crisis.

This list however is not exhaustive and the Headteacher will consider the individual circumstances of each case when making a decision. Where the Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher however is final.

Leave of absence will not be granted on the basis of attendance, academic performance or the “experience” being offered by being out of school.

If the leave of absence in term time is agreed it will be recorded as ‘H’ on the school attendance registers (authorised absence).

If the school does not agree to grant the leave for the holiday and the parents/carers take their child on holiday, then this will be recorded as unauthorised absence ‘G’ (family holiday not agreed)

Should the child fail to return to school within 10 school days of the agreed return date and there is no communication from parents/carers the school may remove the child from the school roll.

## **Legal Implications:**

Where a pupil is taken out of school for the purpose of leave of absence in term time without the prior permission of the school, the absence will be coded as unauthorised and as such may result in the parents/carers of the pupil being issued with a Penalty Notice. Penalties are applied by the local authority and as such are not at the discretion of the Headteacher. If the Penalty Notice is not paid the local authority will commence legal proceedings under section 444 (1) of the 1996 Education Act in the Magistrates Court.

Amendments to the 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from 1<sup>st</sup> September 2013, pay £60 within 21 days or £120 within 28 days.