

## **REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

(FOR COMPLETION BY PARENT/CARER)

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

### **FOR COMPLETION BY PARENT/CARER**

Before authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Dates of Leave of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Please give full reason (s) for asking for leave of absence in term time

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Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

### **Lostock Hall Holidays 1<sup>st</sup> September 2018 to 31 August 2019**

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2018	--	Mon 3 <sup>rd</sup> September
Autumn Half Term 2018	Fri 26 <sup>th</sup> October	Mon 5 <sup>th</sup> November
Christmas 2018/19	Thurs 20 <sup>th</sup> December	Mon 7 <sup>th</sup> January 2019
Spring Half Term 2019	Fri 15 <sup>th</sup> February	Mon 25 <sup>th</sup> February
Easter 2019	Fri 5 <sup>th</sup> April	Tues 23 <sup>rd</sup> April
May Day Bank Holiday 2019	Fri 3 <sup>rd</sup> May	Tues 7 <sup>th</sup> May
Summer Half Term 2019	Fri 24 <sup>th</sup> May	Mon 10 <sup>th</sup> June
Summer 2019	Wed 24 <sup>th</sup> July	--

All 5 INSET days will be taken during twilight hours and do not affect the dates above.

### **Lostock Hall Holidays 1<sup>st</sup> September 2019 to 31 August 2020**

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF REOPENING
Summer 2019	--	Tues 3 <sup>rd</sup> September
Autumn half term 2019	Fri 25 <sup>th</sup> October	Mon 4 <sup>th</sup> November
Christmas 2019/20	Fri 20 <sup>th</sup> December	Mon 6 <sup>th</sup> January 2020
Spring Half Term 2020	Fri 14 <sup>th</sup> February	Mon 24 <sup>th</sup> February
Easter 2020	Fri 3 <sup>rd</sup> April	Mon 20 <sup>th</sup> April
May Day Bank holiday	Thur 7 <sup>th</sup> May	Mon 11 <sup>th</sup> May
Summer half term 2020	Fri 22 <sup>nd</sup> May	Mon 8 <sup>th</sup> June
Summer 2020	Tues 21 July	

There will be an INSET day for staff only on Monday 2<sup>nd</sup> September 2019. The remaining 4 INSET days will be taken during twilight hours and will not affect the dates above.

Dear Parent(s)/Carer(s)

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in adult life. Bearing this in mind, I would like to include a regular reminder regarding the law relating to holidays taken during term time.

The Education Act 1996 makes it a criminal offence for a parent to *“fail to secure their child’s regular attendance at the school”*. The recent amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*. The amendments also make it very clear that **Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give **parents no entitlement** to take their child out of school for a holiday in term. The decision will be made by the Head Teacher. Each request will be considered individually.

Please complete the Leave of Absence form on the reverse of this letter in advance and return to school.

**It must clearly state on the form what the exceptional circumstance is that requires the leave of absence being taken in term time.**

On receipt of the request, you will be sent a response indicating whether the school is able to authorise the leave of absence or not.

If parents, contrary to what the school has said, still decide to take their child out of school for a leave of absence then the absence will be coded as **unauthorised**. This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

**Penalties for unauthorised absence:**

**Timeline**

Paid within 21 days	£60 per parent per child
After 21 days and before 28 days	£120 per parent per child
After 28 days	You will receive a summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance