



Date as Postmark

## **Leave of Absence during Term Time Applications**

Dear Parent/Carer

### **Leave of Absence Application Form:**

Please find attached an application form for leave of absence during term time. You should complete parts A-E, leaving part F blank for school use only.

### **Leave of Absence Regulations:**

When making an application for leave of absence during term time, please be aware that Headteachers are not able to grant any leave of absence during term time **unless there are exceptional circumstance**.

The application form attached therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional'.

### **Leave of Absence Authorisation:**

Following the submission of your application, you will be notified as soon as possible of the school's decision. Please note that leave of absence authorisation is entirely at the Headteacher's discretion and, if authorisation is granted, **the number of days to be authorised will also be determined by the Headteacher**.

Parents/carers should be aware that if your requested leave of absence is not authorised, but you still take your child out of school, or you keep your child away from school for a longer time than agreed/authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Under the new national framework from August 2024, Fixed Penalty Notices will now be considered when a child has missed **ten or more sessions (five school days) for unauthorised reasons in a period of ten school weeks**, whether consecutive or not.

Fixed Penalty Notices will be issued to **each person with parental responsibility** for the child/children who is deemed liable for the offence/offences, but usually to the parent or parents who have allowed the absence. Please refer to the 'Frequently Asked Questions' printed on the reverse.

Further information on leave of absence requests and the changes to fixed penalty notices is available on the DCC website <https://www.durham.gov.uk/article/2208/Holidays-during-term-time>

Yours sincerely,

**Mrs R McFadden**



**Headteacher:** R McFadden MEng **Deputy Head:** J Bell BSc, **Director of Resources:** H Charlton BA, MBA

**Assistant Heads:** H Davies BA  
C Robson BA  
J Wilbraham BA

**Associate Assistant Heads:** S Bowman BTh  
A Colquitt BSc, MEd  
S Horn BSc  
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