

16/01/26

Reminder: Important Information About Term-Time Leave

Dear Parent/Carer,

An increasing number of parents are taking children out of school without giving prior notification.

Taking children out of school during term time to travel abroad is **usually unauthorised unless in the most exceptional of circumstances**.

If you plan to take your child out of school, you must:

Submit a **Leave of Absence Request Form** to the school at least 2 weeks **before you travel**.

Provide details of:

- Reason for the absence
- Dates of travel
- Destination and accommodation information (including flight and accommodation tickets)

In an emergency:

We understand emergencies happen. Even if you need to leave suddenly (including weekends or holidays), you must **email or call the school before you travel** to explain:

- Why you are leaving
- Where your child will be staying
- When you expect to return
- A contact phone number and email address

We will then contact you as we will require further information.

If you do not inform us

If we cannot confirm your child's safety or location, we are required to act. This may include contacting:

- **Children's Services**
- The **Children Missing in Education (CME) Team**
- The **Police**

These steps follow **DfE statutory guidance** and **Birmingham City Council policy**.

Thank you for working with us to keep your child safe and ensure they receive the education they deserve.

Miss Williams

Head of School