

# Term Time Leave of Absence

“Our aim is not to stop you travelling, but to make sure you understand the rules.”

July 2026



# Unauthorised Absence

- Holidays during term time
- Visiting family abroad
- Attending weddings abroad
- Family celebrations

- ✓ Parents can request leave.
- ✗ Parents cannot authorise leave.
- ✓ Only the Headteacher can authorise absence.

**Only the Headteacher can authorise an absence.**  
**Source:** Birmingham Leave of Absence (Legal) Process, Introduction and Exceptional Circumstances sections (Pages 3–5).

# Authorised vs unauthorised

- Submitting a request does not mean it will be authorised

Examples of authorised term time leave:

- Death of a parent or sibling
- Life threatening illness of parent or sibling abroad
- Travelling abroad for urgent medical care



# Authorised vs unauthorised

All circumstances are reviewed on an individual basis taking into consideration:

- Child's current attendance
- If previous requests have been made
- Has supporting information/paperwork been given?
- Can this be accommodated outside term time?
- The impact on the child (what do they miss?)

# Trips for Umrah

This is will not be authorised and it can take place outside of term time.

It is specifically mentioned in Birmingham City Council Leave of Absence guidance that trips to Umrah should not be authorised.

# What happens when you request leave?

1. Go to the office, speak to Mrs Bi. Complete a Leave of Absence Request Form
2. Headteacher will consider the request.
3. You are informed of the outcome by letter. It will be agreed/denied or partially agreed.
4. A G code is used for unauthorised leave of absence – including any additional days absent after return to country.

# What if I just take my child out of school?

1. Automatically unauthorised, recorded a G code.
2. We follow Birmingham City Council procedures.
3. If we can't contact you we will contact Children's Services, Child Missing in Education Team and the Police.
4. The case will be referred for legal action (Fine or Court appearance)

# Penalty Notices (Fines)

- After 10 sessions (5 days) of unauthorised absence, the Local Authority can issue a penalty notice
- The first offence is £80 per child, per parent. (paid within 21 days)
- Second offence will be £160 per child, per parent
- Third offence will be prosecution under Section 444 of Education Act 1996
- If absence is 6 weeks or longer, penalty notice will go straight to court.

# To avoid the fine

- Keep the absence to 4.5 days or less (although repeating this could result in a fine anyway)
- Request a meeting, apply in advance, provide all paperwork if you are seeking to authorise the absence but be prepared that authorised is rare and only under exceptional circumstances.
- Ensure no further absence after returning from the trip abroad.
- Ensure child has good attendance in school and no unauthorised absence.