



# Leighton Academy

Minshull New Road, Crewe, Cheshire, CW1 3PP  
(01270) 814016

www.leightonacademy.com admin@leighton.cheshire.sch.uk  
Principal: Mrs S Thompson BA (Hons) NPQH



## **ABSENCE REQUESTS DURING TERM TIME**

The Education (Pupil Registration) (England) Regulations 2006 (amended in 2013) currently allow schools to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten sessions (5 school days) per year.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that school may not grant any leave of absence during term time unless there are exceptional circumstances.** These amendments make it clear that schools should not grant authorised absence for family holidays or any other reason unless there are exceptional circumstances.

### **Can I take my child on holiday during term time?**

Under the guidance of the local authority, we have the discretion to grant leave, but should only do so in exceptional circumstances. If a school grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is very unlikely, however, to be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time without consent from the school. Please be aware that a penalty notice (fine) can be issued to each parent who fails to ensure their children’s regular attendance at school. This includes all parents with parental responsibility, whether they live together or not and can sometimes include a step parent who lives at the same address if they are also on the holiday.

Exceptional circumstances include:

- When a family needs to spend time together because of an immediate family member’s bereavement, crisis or serious illness
- Funeral of immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- One day of absence could be authorised for an immediate family members graduation ceremony/passing out parade
- Medical appointments (parents/carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole day’s absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.





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**\*\*Please note that we would require evidence of all of the above in order to consider the request.\*\***

Absence will not be authorised for reasons such as the following:

- To care for other family members
- Birthdays
- To interpret for other family members
- No school uniform/shoes
- Bullying
- Friendship problems
- Head lice
- Learning difficulties
- Family holiday
- Weddings abroad – regardless of whether it is for immediate family members
- Family Anniversaries
- Death of a pet
- Travel problems
- School refusal

*(The immediate family is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children, and cohabiting partners)*

## The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013:

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. **Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.**

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. **Each parent must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.** This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.





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**As a school, we regularly have our registers and attendance records audited externally by the local authority and also have a termly audit by an Education Welfare Officer therefore we have a duty to follow this guidance and are bound to share the attendance details with the local authority in order for them to issue the penalty notices.**

If you feel that you have exceptional circumstances which require your child to take leave during term time, please email Mrs Thompson via: [admin@leighton.cheshire.sch.uk](mailto:admin@leighton.cheshire.sch.uk), with the request and attached evidence before arrangements have been finalised.

