

Dear Parent

If you are considering taking a term time holiday, please take note of this information and do not book your holiday before you have discussed this with the headteacher.

At Micklefield CE Primary School we are committed to working with Leeds City Council to reduce the number of school days missed due to term time holidays. Leeds City Council have drawn up and published Absences from School for Exceptional Circumstances Guidance that the headteacher shall adhere to when considering any parental requests.



### Consequences of taking an unauthorised term time holiday

If your request is declined and you take your child out of school for ten or more unauthorised absence sessions (each session = half a day), each parent/carer within your household will be issued with a £60 penalty notice for each child taken out of school. If the penalty notice remains unpaid after 21 days, it will increase to £120. If after 28 days it remains unpaid, then the fine will be withdrawn and the case for unauthorised school absence may be placed before the courts and a fine of up to £1,000 per parent may be enforced.

**The school does not receive any monies from the penalty notice fines**

Holiday requests for children who are not of statutory school age (A child becomes statutory school age the term after their 5<sup>th</sup> birthday) can be unauthorised but a penalty notice would not be issued.



Micklefield CE Primary  
School

Absences from School  
for Exceptional  
Circumstances

Information Leaflet

2019/20

## Children who attend school regularly do better in school

Attendance at school is very important for your child's future as there is a clear link between attendance and attainment. Children who have higher levels of attendance achieve better. Even a few days absence can impact on a child's progress.

Schools are required to provide education for 190 days a year and it is expected that children who are registered at the school will attend for this time. Parents do not have an automatic right for their children to have time off school and any requests are entirely at the Headteacher's discretion. From 1<sup>st</sup> September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In order for consideration to be given, requests for absence must be for exceptional circumstances only. Leeds City Council agree to follow the law, in such that the provision for Headteachers to authorise absence purely for the purpose of a family holiday is **not** an exceptional circumstance.

The guidance aims to help Headteachers, governing bodies, and parents/carers understand what could be deemed as an exceptional circumstance.

Headteachers may, on occasions, make a judgement that there are genuine and exceptional circumstances pertaining to a request to take a child out during term time.

There is no formal list of exceptional circumstances but examples could include:

- **Death of parent/carer or sibling of the child**
- **Life threatening or critical illness of parent or sibling of the child**
- **Leave for armed forces personnel who are prevented by operational duties to take their leave at any other time**
- **Shift patterns, some industries and smaller businesses continue to utilise staggered, fixed leave periods for employees. This is an issue for parents/carers to raise with their employers, and for Headteachers to consider.**
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In considering any request for leave, the DfE advise that the following considerations are made to help inform decisions:

***Only exceptional circumstances warrant an authorised leave of absence.***

***Schools should consider each request individually taking account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.***

Leeds City Council also advise schools to consider the timing of the leave in the school calendar and that a planned request for leave during key transitions or exam periods should always be declined. This would include:

- **The first half term of any academic year**
- **Year 6 transition day**
- **Year 1 Phonics Screening week**
- **Year 2 and Year 6 SATs weeks**

Other categories of absence that should **never** be considered as exceptional are:

- Availability of cheaper holidays
- Birthdays
- Trips to see sporting or musical events
- Day trips
- Long weekend breaks
- Family Celebration