



Ref: DR/SW

13th January 2026

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Head of School: Mr. S. Seneque NPQH

Term Time Absences

Dear Parents and Carers

As we head into the new year, we wanted to remind our families of the information regarding term time absences. You will appreciate that school is keen to see high levels of attendance for all our pupils knowing how important it is to their success.

The following is based on revised guidance from the Department for Education published in August 2024.

- The law does not give parents and carers an automatic right to take their child out of school during term time.
- Any request for a leave of absence during term time should be made to the Headteacher well in advance. The guidance is that this should be at least **two weeks** prior to the date of the leave requested.
- The Head of School is able to authorise a leave of absence only in 'exceptional' circumstances.
- The Department for Education does not generally consider that a need or desire for a holiday or other absence for the purpose of leisure and to constitute an exceptional circumstance.
- Holidays taken during school time do have a negative impact on a child's education and are unlikely to be authorised.
- Where a leave of absence is unauthorised, the school notifies the local authority who may issue a fixed penalty notice. Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. A penalty notice can be issued without warning and is issued to each parent for each child taken out of school. The penalty notice is currently £80 if paid within 21 days or £160 thereafter. A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If a second penalty notice is issued to the same parent in respect of the same child within a 3 year rolling period it is charged at a higher rate of £160. If the threshold is met for a third time within 3 years prosecution or other attendance legal interventions will be considered. : Unpaid fines can lead to prosecution through the magistrate's court. For further information around penalty notices please see [Herefordshire local code of conduct](#).



QUEEN ELIZABETH
HIGH SCHOOL

We are keen to work with families to ensure our students have the best possible education, our attendance team is always on hand to offer advice and support. For further information please refer to the school's attendance policy: [Policies and Key Documents | Queen Elizabeth High School](#)

The school term dates for this year and next year are on our website: [Term Dates | Queen Elizabeth High School](#)

Please do not hesitate to get in touch should you require any further information.

Kind regards,

A handwritten signature in black ink, appearing to read 'D Racic', written in a cursive style.

Mr D Racic

Assistant Headteacher & Attendance Lead