

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

(FOR COMPLETION BY PARENT/CARER)

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

FOR COMPLETION BY PARENT/CARER

Before authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name _____ Class _____

Dates of Leave of Absence: From _____ To _____

Please give full reason (s) for asking for leave of absence in term time

Signed: _____ (Parent/Carer) Date: _____

Lostock Hall Term dates 1st September 2021 to 31 August 2022

The scheme below meets the requirements of 194 days (teachers) and 189 days (pupils) (additional Bank Holiday for Queen's jubilee)

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF REOPENING
Summer 2021		Wed 1 st September
Autumn Half term	Fri 22 nd October	Mon 1 st November
Christmas 2021/2022	Fri 17 th December	Tues 4 th January 2022
Spring half term 2022	Fri 18 th February	Mon 28 th February
Easter 2022	Fri 1 st April	Tues 19 th April
May day Bank holiday	Fri 29 th April	Tues 3 rd May
Summer half term 2022	Fri 27 th May	Mon 13 th June
Summer 2022	Thur 21 st July	---

The 5 INSET days will be taken during twilight hours and do not affect the dates above.

Lostock Hall Term dates 1st September 2022 to 31 August 2023

The scheme below meets the requirements of 195 days (teachers) and 190 days (pupils).

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF REOPENING
Summer 2022		Thu 1 st Sept
Autumn half Term	Fri 21 st Oct	Mon 31 st Oct
Christmas 22/23	Thu 22 nd Dec	Mon 9 th Jan 2023
Spring half Term	Fri 17 th Feb	Mon 27 th Feb
Easter 2023	Fri 31 st Mar	Mon 17 th April
May day Bank Holiday	Fri 28 th Apr	Tues 2 nd May
Summer half term	Fri 26 th May	Mon 12 th Jun
Summer 2023	Fri 21 July	

Dear Parent(s)/Carer(s)

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in adult life. Bearing this in mind, I would like to include a regular reminder regarding the law relating to holidays taken during term time.

The Education Act 1996 makes it a criminal offence for a parent to "*fail to secure their child's regular attendance at the school*". The recent amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*. The amendments also make it very clear that **Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give **parents no entitlement** to take their child out of school for a holiday in term. The decision will be made by the Head Teacher. Each request will be considered individually.

Please complete the Leave of Absence form on the reverse of this letter in advance and return to school.

It must clearly state on the form what the exceptional circumstance is that requires the leave of absence being taken in term time.

On receipt of the request, you will be sent a response indicating whether the school is able to authorise the leave of absence or not.

If parents, contrary to what the school has said, still decide to take their child out of school for a leave of absence then the absence will be coded as **unauthorised**. This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

Penalties for unauthorised absence:

Timeline

Paid within 21 days	£60 per parent per child
After 21 days and before 28 days	£120 per parent per child
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

