

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. PLEASE ENSURE YOU HAVE READ THE LETTER ON THE REVERSE DETAILING THE POSSIBLE ISSUE OF FIXED PENALTY NOTICES.

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 _____ No. of days: _____

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

Signed: _____ (Parent/Carer) Date: _____

Print name: _____

Lostock Hall Term dates 1 September 2023 to 31 August 2024

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

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF REOPENING
Summer 2023		Mon 4 September
Autumn Half Term	Fri 20 October	Mon 30 October
Christmas 2023/2024	Fri 22 December	Mon 8 January 2024
Spring Half Term	Fri 16 February	Mon 26 February
Easter 2024	Thurs 28 March	Tues 16 April
May Day Bank Holiday	Fri 3 May	Tues 7 May
Summer Half Term 2024	Fri 24 May	Mon 10 June
Summer 2024	Wed 24 July	

There is an INSET day for STAFF ONLY on Monday 15th April and the 4 other INSET days will be taken during twilight hours and do not affect the dates above.

Lostock Hall Term dates 1 September 2024 to 31 August 2025

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

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
Summer 2024		Tues 3 September
Autumn Half Term 2024	Fri 25 October	Mon 4 November
Christmas 2024/2025	Fri 20 December	Mon 6 January 2025
Spring Half Term 2025	Fri 14 February	Mon 24 February
Easter 2025	Fri 4 April	Tues 22 April
May Day Bank Holiday	Fri 2 May	Tues 6 May
Summer Half Term 2025	Fri 23 May	Mon 9 June
Summer 2025	Wed 23 July	---

There will be an INSET day on Monday 2 September 2024 for STAFF only.
The other 4 INSET days will be taken during twilight hours and do not affect the dates above.

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
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After 21 days and before 28 days	£120 per parent per child
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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
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