

Executive Headteacher: Daniel Callaghan



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Tuesday 16 September 2025

Reminder – Leave of Absence During Term Time

Dear families

I would like to take this opportunity to remind you that in September 2013, the Education (Pupil Registration) (England) Regulations were amended to prohibit the Headteacher of a school granting leave of absence to a pupil except where an application has been made in advance **and** the Headteacher considers that there are exceptional circumstances relating to the application. If the Headteacher grants a leave request it will be for them to determine the length of time that the child can be away from school.

All children are expected to attend school for 190 days per year (100% attendance). The only exceptions to this would be a genuine illness, where the child is too unwell to physically attend school, or another rare and exceptional circumstance. Only in **exceptional circumstances** will an absence be authorised other than for illness.

Family holidays will not, and cannot, be authorised (regardless of extenuating circumstances), and will often result in a fine from the local authority, as per government policy.

Leave of absence during term time interrupts continuity of teaching and learning and can disrupt the educational progress of individual children, creating disruption in schools. Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. In order for children to reach their full potential and access the learning opportunities available to them, children must attend school regularly. As a parent or carer you are required by law to ensure that your child attends school regularly.

Leave of absence during term time is not an entitlement and will not be granted for family holidays. Permission may only be granted by the Headteacher of the school if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. Each request will be considered on the exceptional circumstances detailed on the application form.

Any absences taken without the Headteacher's permission will be recorded as unauthorised in the school register and may result in a Penalty Notice or other legal intervention by the Education Inclusion Service.

Many thanks for your continued support.

Kind regards

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Mr D Callaghan
Executive Headteacher