



# Longridge High School

Excellence and ambition from all, for all

Our Ref: JGN/JT  
September 2024

## STUDENT ATTENDANCE APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Dear Parent/Carer,

I write to remind you of key legislation relating specifically to the authorisation of leave in term time which came into force on 19<sup>th</sup> August 2024. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to remind parents that there is no automatic entitlement to time off school for holidays or Leave of Absence in term time.

As of 1<sup>st</sup> September 2013, Head Teachers **cannot authorise** any Leave of Absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

A reminder that the Governors made the decision to make the following changes to our School Attendance Policy and procedures:

- All applications for Leave of Absence under the new Government legislation from school during term time must be made via the 2024 'Application for Leave of Absence' form. Parents/Carers do not have the automatic right to take children out of school for leave during term time and will be issued with a Penalty Notice (£160 per parent per child) if they do so without prior arrangement with the Head Teacher, or if there are **no exceptional circumstance** warranting the leave.

If you wish to apply for your son/daughter to be granted leave from school, you must request a form from the school office or download from the school's website and return it to school **well in advance of the requested leave**. The request will then be considered, bearing in mind Government regulations and Local Authority guidance regarding exceptional circumstances. If further information is required, I will contact you directly.

Yours sincerely,

Mrs J Green  
Headteacher

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HEADTEACHER  
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