



June 2026

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 19th 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 1st 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

Mr N Riley
Headteacher
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