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'Leave of Absence' previously entitled 'Term Time' Holidays

From September 2013 new regulations for requesting time out of school are being implemented. What are currently 'Term Time' holidays will become 'Leave of Absence'. The current legislation states that in '**exceptional circumstances**' up to 10 days can be requested.

In September there will no longer be a category of Term Time Holidays. The exceptional circumstances remain for the new Leave of Absence however there is no longer a 10 day 'allocation.' It may be helpful to give you a definition of exceptional circumstances; we perceive this to be when **you do not have any choice**.

Our schools are implementing a cohesive approach to ensure parents understand what we will consider authorising.

We **DO NOT** consider the following as **exceptional circumstances**; these are not however an exhaustive list:

- **Parent/s work/holiday rota**
- **A family holiday at a lower cost**
- **Parent/s wedding of a child at the school as this can be arranged during school holidays**
- **Booked by a member of the extended family without your knowledge**
- **Family reunions or gatherings**

Examples of what we would consider to be exceptional are:

- A serving soldier's leave
- The funeral of a family member necessitating significant travel

In all cases authorisation must be obtained from your child's Headteacher prior to making arrangements. Failure to do so may mean a 'Penalty Notice' is issued. Currently this is £60 per parent and £60 per child; if this is not paid within 21 days (from September) then this increases to £120 per parent/child.

If a parent takes an unauthorised leave of absence then a warning letter will be issued. If this were to occur on a second occasion then a Penalty Notice will be issued. It is possible that a Penalty Notice could be issued on the first occasion, certainly if it exceeds 5 days.

Please note the school does not receive any of the fine.

Our schools are currently reviewing the Attendance Policy; this will be made available once completed.