



Term Time Leave of Absence Procedure

2025- 2026

‘In these stone horizons sing’
(Gwyneth Lewis, Welsh poet)

TERM-TIME LEAVE OF ABSENCE PROCEDURE

This Procedure should be read in conjunction with the Maybury Primary School's Attendance Policy

1) Introduction

Children only attend school for 190 days out of 365. **It is expected that any holidays are taken during the 13 weeks of school holidays that children get each year.**

Taking children out of school for avoidable reasons is disruptive to the learning of the individual child and also disruptive to other children in the class, the organisation of the class and groups within it, group activities and teacher planning.

2) Aim of this procedure

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Maybury Primary School.

3) How to Apply for a Leave of Absence

Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.

PLEASE NOTE THAT THE SCHOOL CANNOT AND WILL NOT AUTHORISE ABSENCE FOR THE REASON OF A FAMILY HOLIDAY.

There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not** an entitlement.

If you feel you have an exceptional circumstance, parents/carers must make the request in advance and in writing and, wherever possible, **at least 4 school weeks** ahead of the planned leave.

All requests for a leave of absence during term time should be made by the parent/carer on the school's official form (Attached to this Procedure).

It is a parent's responsibility to justify why their request is of exceptional circumstances. Evidence should be provided along with the application. The evidence you will need to provide depends entirely on what type of leave from school you are applying for. The evidence you will be required to provide will be specifically asked for by the school and is outlined in this procedure. If you are unable to provide evidence then the request will be refused.

4) How your request for a Leave of Absence will be considered

Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the individual request.

School leave of absence records will be kept enabling the school to monitor the frequency of and repeating of requests and length of absences from school. This will enable the school to be well informed to deal with individual requests and ensure a consistent approach to such requests.

The school will review general attendance performance and progress when considering each leave of absence request.

On receiving a request for a leave of absence during term-time the school within **5 school days** advising that the leave of absence request is authorised/unauthorised and the reason for this decision.

The decision:

- will be confirmed in writing
- is solely at the Head Teacher's discretion and
- is final.

Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first.

5) What happens if you ignore a declined request?

If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see Section 7 of the Attendance Policy).

6) What happens if a Leave of Absence is taken without a request being made?

If no leave of absence request is made and information is received that a child is absent due to a holiday all efforts will be made to establish through home visits during the absence period why the child is absent and recorded. On the child's return to school a letter will be issued within **5 school days** notifying the parent/carer that the absence has been recorded as unauthorised absence.

When a child returns to school following an unauthorised leave of absence during term-time, the school will decide whether to make a referral to the Education Welfare Service.

The school **will not** authorise retrospective approval for leave of absence requests. If the parent/carer does not apply for the leave of absence in advance the absence will be recorded as unauthorised.

7) The issue of penalty notices

All unauthorised leave of absence that amounts to 10 missed sessions within a 10-week rolling period (5 school days) or more will be subject to the issue of a penalty notice by the Local Authority.

The penalty notice rates will be as follows:

A first penalty notice issued within a 3-year rolling period will be: £160 per parent per child, if paid within 28 days, but reduced to £80 per parent per child if paid within 21 days.

A second penalty notice issued within a 3-year rolling period: £160 per parent, per child, payable within 28 days. There is no option for reduction for early payment of the fine.

Should there be further decline in attendance, and the national threshold of 10 unauthorised sessions of absence within a 10-school week rolling period be met again, the school, along with the Local Authority, may consider prosecution.

The penalty notices relate to unauthorised absences due to holidays during term time, late marks after the registers have closed, and/or absences where the school have not been given a satisfactory reason for absence. The absences can be an accumulation of all three above mentioned that add up to 10 sessions for a penalty notice referral to be initiated.

Everyone at Maybury will teach our children to learn and empower them to broaden their horizons

Application for Leave of Absence in Term Time

PLEASE NOTE THAT THE SCHOOL WILL NOT AUTHORISE ANY HOLIDAYS

In exceptional circumstances, it may be possible to review this by completing this form.

To request a leave of absence, parents/carers must make the request in advance and in writing and, wherever possible, **AT LEAST 4 SCHOOL WEEKS AHEAD OF THE PLANNED LEAVE**

Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority

Child's Name: _____

Class: _____

Attendance (present): _____ Attendance last academic year: _____

I request term time leave of absence for my child for the following dates:

Date from: _____ Date return to school: _____

Total number of school days requested: _____

Please include supporting documents (please see attached list) with your request.

The exceptional reason why the absence needs to be taken in term time is:

The reason why this leave cannot take place during school holiday time:

I make an application for my child named above to have an authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice.

Name of Parent/Carer making application:

Signature:

Date:

Date received by school office:

Supporting Documentation

You must include supporting documents, appropriate to your request, from the list below with your Application for Leave of Absence in Term Time.

Medical

- a letter from a GP, Consultant or a medical professional
- a copy of any prescriptions issued to your child(ren)
- a copy of an appointment card

Service personnel or similar

- a letter from your employer, on letter headed paper, with their contact details
- a copy of your contract, stating your holiday arrangements

Court order

- a copy of the court order, if this specifies an arranged holiday during school term time

Family emergency crisis

- medical evidence
- copies of flights booked in an emergency