



# Leave of Absence From School During Term-time Policy Statement

**LA POLICY**  
**Review: Annually**  
**Next Review Date: September 2026**

<b>Role</b>	<b>Name</b>
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a leave of absence from school during term-time form available from the school office and handed into school two weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.