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### Leave of Absence during Term Time

Dear Parent / Carer,

A change in the law concerning term time leave of absence in 1<sup>st</sup> September 2013 states Head Teachers **are not able to grant any** leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from school reception. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the School's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

The school follows Durham County Council's protocol for Unauthorised absence in term time and therefore, Unauthorised absence on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution. Circumstances where a Penalty Notice might be issued include unauthorised leave of absence in term time, or other parentally condoned absence where the absence amounts to **seven school days or more in a minimum twelve rolling school week period**. A fixed penalty notice will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page on the back of this letter explains more fully the circumstances where enforcement action may be taken.

Yours Sincerely,

Mrs L Lavelle  
Head Teacher



*The contents of this letter are confidential and are intended solely for the addressee.*



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