

Kirkby Avenue Primary School
Kirkby Avenue
Bentley Road
Doncaster
DN5 9TF



Tel: 01302 782953

Head Teacher
Mrs C Clifford

Dear Parent/Carer,

HOLIDAYS DURING TERM TIME - IMPORTANT INFORMATION

The Government has implemented new legislation, effective from 1st September 2013, which means that no requests for holidays can be authorised except in exceptional circumstances.

The amendment makes it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, and Headteachers should determine the number of school days a child can be away from school, even in these circumstances. This amendment replaces the legislation allowing Headteachers to grant leave of absence for the purpose of a family holiday of up to ten school days per year, during term time, in 'special circumstances'. Basically, it means that previous scope and content of the approach to 'allowing' such absence in term time has been drastically reduced to the extent that authorisation would be **unlikely/impossible**.

When a parent/carer wishes to apply to take their child out of school during term time, a Leave of Absence form **MUST** be completed and submitted to the school at **least 4 weeks before a proposed start of the absence, and before a holiday is booked**.

Any applications for leave of absence after 1st September 2013 must be considered under the new legislation. It is therefore **very unlikely** that leave of absence for a holiday in term time will be granted, unless there are **exceptional circumstances** (these are listed on the reverse of the Leave of Absence form but they can also be found below), and the full range of 'penalties' would be imposed if any such absence occurred in unauthorised circumstances.

Criteria for Leave of Absence - Exceptional Circumstances

- Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided.

Where there are other factors which the head teacher may consider to be exceptional circumstances this may be referred to the local authority for advice.

We look forward to your support in this drive to improve school attendance and encourage our young people to take full advantage of the educational opportunities available to them.

Should you require any further assistance in this matter please do not hesitate to contact me or the school office.

Yours sincerely,
Mrs C A Clifford
Headteacher

Mrs N Price
Attendance Manager

Notes for Parents Completion of Application for Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if leave is granted and may make the decision following advice from the local authority.

Any absence during term time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or external examinations will also disrupt revision and omit the reassurance that school staff can provide during the preparation period. Absence during years 6,7,10 and 11 and at the beginning of the academic year also has a negative impact on transition and assessments.

Please complete the form overleaf and return it to the Headteacher for any leave of absence request for the school year 1st September 2021- 31st August 2022 at least 4 weeks before you intend to travel and before booking a holiday.

This will enable the school to decide if your application can be granted under the Regulations.

Any absence for a leave of absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence.

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Where there are other factors which the head teacher may consider to be exceptional circumstances this may be referred to the local authority for advice.

If your child has absence marked as unauthorised, you may be issued with a Fixed Penalty Notice for this period. It should be noted that BOTH parents would be at risk of an FPN for each child of the family with a period of unauthorised absence from school.

PENALTY NOTICES FOR UNATHORISED HOLIDAYS DURING TERM TIME

Section 23 of the Anti Social Behavioural Act 2003, brought into force powers to Local Authorities Officers, Head teacher and the Police to issue Penalty Notices as a consequence of unauthorised absence from school.

In what circumstances will a Fixed Penalty Notice be issued?

A Fixed Penalty Notice will be issued in three situations:

- If a holiday (Leave of Absence) is taken during term time without the authorisation of the Headteacher
- If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with the education Welfare Officer (EWO) to improve the situation
- If a pupil has unauthorised absence from school and this does not improve following a warning letter.

What are the penalties?

If a Fixed Penalty Notice is issued, the penalty is £60 when the payment is made within 21 days and £120 when the payment is made after 21 days but prior to 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school.

KIRKBY AVENUE PRIMARY SCHOOL

Application for Leave of Absence - Academic Year 2023/2024

(Please read the notes overleaf before completing this form)

Name of Pupil	Date of Birth	Class/Tutor Group	Current Attendance	Attendance 2021/2022

Name of any Sibling(s)	Which school(s) do they attend currently

Parent(s) Full Name	Date of Birth and email address:	Address:	Mobile Number:

Request for Leave of Absence

Date of first day of leave:	
Date of last day of leave:	
Return to school date:	
Name of adult accompanying pupil(s):	Relationship to pupil:

Reason for the request
Signature of parent/carer requesting the holiday: _____

Has a leave of absence been taken before?	Yes ☐ No ☐	(Please tick)
Reason for previous leave of absence		

OFFICE USE ONLY

Authorised ☐

Not Authorised ☐

REASON: _____

Signature: _____

Print Name: _____

Date: _____

Evidential Period for FPN = 6 weeks including the Leave of Absence week(s)
