

Application for Leave of Absence During Term Time

GUIDANCE FOR PARENTS

Amendments to the Education (Pupil Registration) (England) Regulations mean that headteachers **cannot** grant any leave of absence during term time unless there are exceptional circumstances.

If you take your child out of school without prior authorisation, the school will request that the Local Authority issue a **Penalty Notice**. These fines are issued per parent, per child.

From August 2024 a fine of £160 **per** parent, **per** child will be issued for 5 days or more for an unauthorised term time holiday, (the fine reduces to £80 each parent each child if paid within 21 days). Failure to pay the fine within 28 days may result in a **criminal conviction** and a fine issued by the Magistrate's Court.

Missing just 5 days of school results in over 25 hours of lost learning time which can directly impact your child's academic progress.

Please complete if having read the above you still intend to take your child (children) out of school for a holiday.

Name of child/children: _____

Tutor Group(s): _____

Address: _____

Date(s) of absence: From _____ To _____

Reason for absence: _____

Parent signature: _____ Tel contact: _____

Headteacher: Mrs P O'Reilly

Falinge Park High School, Falinge Road, Shawclough, Rochdale, Lancs. OL12 6LD.

Tel: 01706 631246 | **Email:** office@falingepark.com | **Web:** www.falingepark.com

Please note: We ask that you complete the information so we can update our registers. You will only receive a response if the Headteacher is satisfied that your circumstances are exceptional, otherwise the holiday will be recorded as unauthorised and the details passed to the Local Authority.

We do understand that if your child has an excellent attendance record it is very disappointing for an absence not to be approved. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their peers will receive. Pupils returning from a term time holiday are unprepared for lessons which build on the teaching and learning they have missed. This could potentially make it more challenging for pupils to engage in learning and make progress. This is something we all have a responsibility to avoid.

Exceptional Circumstances does not include:

- Cheaper holiday cost
- Visiting relatives
- Parents unable to take school holiday time off work (unless emergency services/forces employees with proof of enforced holiday period)

Exceptional Circumstances may include:

- A holiday organised by a charity due to a child/parent's illness - proof will be requested
- Holidays around a sporting/musical event where the child is taking part – proof will be requested

EXTENDED HOLIDAYS

If you take your child out of school on unauthorised leave of absence for 20 school days or more then he/she will be taken off our school roll. On your return you will need to contact the Local Authority to apply for a new school place. The Local Authority will inform you of schools that have vacancies in your child's year group.

If you wish to discuss this further please contact the school's attendance team on 01706 631246.

Thank you for your cooperation.



Mr A Ingham
Director - Attendance Lead



Mrs P O'Reilly
Headteacher

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