

## **Reminder for Parents – Leave Of Absence during Term Time**

As you will all be aware, current attendance regulations stipulate a Head teacher may not grant a leave of absence during term-time unless there are exceptional circumstances.

*Each application for a leave of absence will be considered on a case by case basis and on its own merits.*

It is for the Head Teacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. If the leave is granted, the head teacher is able to determine the number of school days a child can be absent for.

The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

Where a Fixed Penalty Notice is issued and not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Parents are asked to respect the new regulations under which the school must work and if there is a need to take a child out of school during term-time, an application or request must be made in advance and make clear how the circumstances are exceptional.