

What Should I Do If I Want To Take My Child On Holiday In Term Time?

Any request for leave of absence **MUST** be made in advance in writing to the Headteacher by the parent/carer showing **exceptional circumstances** and **supplying additional evidence**. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise the absence. **Absence during term time for holidays is, therefore, not considered an exceptional circumstance.**

If you are requesting authorisation to attend a specific event, please confirm the date of the event and your travel arrangements.

Absence for a bereavement of a **close family** member is usually considered an exceptional circumstance but for the funeral only, NOT extended leave.

Only the School have the discretion to authorise any absence in a college year. We also have the right to take into consideration any other factors as deemed appropriate on application. Specifically, the pupil's attendance level at the time the request was made.

If the family choose to take the leave without authorisation, they must accept it will be recorded as **unauthorised absence**. Unauthorised absence is carefully monitored and leave of absence taken without authorisation may result in a fixed penalty fine of up to £120 per student for each responsible adult.

Further information on the changes in legislation can be found at:

<https://www.gov.uk/school-attendance-absence>