

# Swaledale Alliance Teaching Schools

## LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### Amendment to Regulations

#### The Education (Pupil Registration) (England) Amendment Regulations 2013

---

As of 1 September 2013 amendments have been made to the School Attendance regulations 2006. These remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances** (please see criteria below).

### LEAVE IN EXCEPTIONAL CIRCUMSTANCES

- Service Personnel returning from active deployment.
- Where inflexibility of the parents' leave is part of the organisation or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of parents' or child's rehabilitation from medical or emotional problems. Evidence would need to be provided.
- When a family needs to spend time together to support each other or after a crisis.
- A one-off never to be repeated occasion *that can only take place at the time requested*.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.

### The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education. Please ensure that your application fits one of the above criteria before applying and that you attach sufficient supporting documentary evidence if required/requested.

Please ensure you have read and understand the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**) which can be found at [www.education.gov.uk](http://www.education.gov.uk) before applying to take your child out of school during term time

## APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of pupil(s) .....

Address .....

Telephone .....

I request permission for my child to be absent from school

From..... To..... Total school days.....

**Reason for application** (your application must fit one of the following criteria)

Please use an additional sheet if required and attach it to your application.

Service Personnel returning from active deployment (details below)

.....  
.....  
.....

Where inflexibility of the parents' leave is part of the organisation or company policy.  
This would need to be evidenced by the production or confirmation from the  
organisation/company(supporting evidence attached)

.....  
.....  
.....

Where leave is recommended as part of parents' or child's rehabilitation from medical or emotional problems. Evidence would need to be provided.

.....  
.....  
.....

When a family needs to spend time together to support each other or after a crisis.

.....  
.....  
.....

A one-off never to be repeated occasion that can only take place at the time requested (details below).

.....  
.....  
.....

I certify that I have read and understood the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**).

Signature of parent/carer..... Date.....

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING  
TERM TIME REPLY**

For school use only

Childs Name .....

Dates requested .....to .....total school days.....

**Decision reached**

Granted / Not Granted

**Reason for decision**

The application **does/does not** fit one of the above criteria (additional comments below)

.....  
.....  
.....

(signature)..... Date.....

Headteacher

Date reply returned.....

Sims Updated.....

Registers Updated.....