



A REMINDER: Very Important Information - PLEASE READ **HOLIDAYS/LEAVE OF ABSENCE IN TERM TIME**

This is the government legislation with regards to holiday / leave of absence requests for children in term time. From 1st September 2013, the legislation has removed Head Teachers' discretion to authorise holidays / leave of absence in term time unless both of the following applied:

- The Head Teacher/Principal considers that **there are exceptional circumstances** relating to the application

AND

- **An application has been made in advance by the parent(s)**

Please see below for the process of applying for holidays / leave of absence in term time. If the holiday / leave of absence is unauthorised then Penalty Notice(s) may be issued by Leicester City Council.

Penalty Notice(s)

- £60 per child, per parent if paid within 21 days of receipt of the notice and
- £120 if paid within 28 days.

Request forms will no longer be available from the office; instead **you will need to request a meeting with the Head Teacher and Chair or Vice Chair of Governors.** At the meeting they will decide if the circumstances of the application are exceptional.

No leave of absence will be authorised unless the meeting has been requested and taken place.

Please note, this information, together with the Attendance Policy is on the school website, is in the prospectus and Key Stage Handbooks (these are sent out each September) and can be requested from the school office.