



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

This is the government legislation with regards to 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 applies:

- The Head Teacher 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 leave of absence in term time. If the 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 or email the Headteacher**. You will be informed whether the absence will be authorised or unauthorised via email so this can be added to your child's attendance record.

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.