



Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. If a request for an absence in term time is made you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for **exceptional circumstances**. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances (proof will be requested).

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- **Learning that will be missed**

WARNING: IF THE SCHOOL REFUSES YOUR REQUEST AND THE CHILD IS STILL TAKEN OUT OF SCHOOL, THIS WILL BE RECORDED AS AN UNAUTHORISED ABSENCE AND YOU MAY RECEIVE A PENALTY NOTICE WARNING OR BE ISSUED A PENALTY NOTICE (FINE £60) PER PARENT PER CHILD.

To the Headteacher of Pilgrim Primary Academy

I wish to apply for

Name(s) of Child(ren) DOB

..... DOB

..... DOB

to be authorised as being absent from school from to inclusive

Reason for request for absence during term time:

Please tick: - ☐ Holiday ☐ other circumstance

Please explain fully the exceptional circumstances for your request for your child(ren) to be absent during term time. If this is a holiday absence request, please explain why the holiday cannot be taken during a school holiday;

I understand that if my request for authorised absence is declined and I still take my child(ren) out of school, this will be unauthorised and that I will be liable for either a Holiday Penalty Notice Warning letter or a Penalty Notice (Fine). See below the likely course of if absence related to this request is taken.

Signature of Parent/Carer Date

Signature of Parent/Carer Date

☐ **Authorised** The Headteacher agrees to your child being absent from school on the specified dates.

☐ **Absence dates** ___/___/___ to ___/___/___

☐ **Unauthorised** The Headteacher does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed		No Exceptional Circumstances		Your child's current attendance is: - %
The time and duration of the leave		Leave could have been taken during school holiday periods		

Likely action if absence is taken unauthorised:

☐ Holiday Penalty Warning Notice to be issued ☐ Penalty Notice (Fine £60) to be issued

Signed..... Designation..... Date.....

Please read overleaf

Important: please read carefully the information below.

Warning: If you take your child on holiday in term time without the prior authorisation of the school, you will be issued with a Holiday Penalty Warning Notice and you may be issued a £60/120 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

The Facts	The Law
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>What you should consider There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> • Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9). • During GCSE, and other examination courses. • During the first year at a new school. • At the beginning of a new school term. <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine per parent, for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1 September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement of a close family member
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents where the school is informed beforehand

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Because holidays are cheaper in term time
- More than one day for a family wedding.

Please contact your child's Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

Pilgrim Primary Academy

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E-mail: contactus@ppsonline.org

Headteacher: Mrs L Meek (BA Hons, PGCE, N.P.Q.H)



Holiday Absence Requests during term time

Dear Parent / carers

Please find below, information regarding Plymouth City Council's current Penalty Notice Code of Conduct which is the code that we follow when processing requests for holiday in term time.

Changes to penalty notices (fines) in relation to unauthorised holiday absence during term time.

Plymouth's Penalty Notice Code of Conduct, sets out our policy on how and when we issue penalty notice fines for unauthorised absence from school.

The Code of Conduct has been changed to clear up the confusion around unauthorised Holiday, when families take a holiday in term time. These changes come into effect on 1st September 2021. **Please note; the Headteacher is still not able to authorise holidays during term time.**

The changes to the Code of Conduct mean that **no Penalty Notice (fine)** will be issued for unauthorised holiday absence which is equivalent to up to 10 sessions (5 days) in a rolling 12 month period. However, any unauthorised sessions due to holiday absence (even up to 10 sessions) **is likely to result in a Holiday Penalty Warning Letter** being issued as a response.

The amendment to the Penalty Notice Code of Conduct will provide an opportunity for families to take up to a week of unauthorised holiday during term time without incurring a Penalty Notice (fine) whilst also enabling schools to continue to tackle other types of unauthorised absence of children and young people from their school at an early stage.

If a pupil is taken on an unauthorised holiday(s) during term time and **the total number of unauthorised absences in a 12 month period goes above 10 sessions**, this would then meet the threshold (of 11 sessions or more) for further action - in this scenario a Penalty Notice **(fine)** may be requested by the Head teacher.

Plymouth City Council recognises that families may have booked a holiday during term time prior to the new Penalty Notice Code of Conduct coming into force. As a result, if families are able to provide evidence that the holiday was booked before 31st August 2021 a Penalty Notice (fine) will not be issued in relation to the unauthorised holiday during term time.

We also recognise that many families were unable to go on the holidays that they had booked due to Covid-19. As a result, if families can provide evidence that their holiday has been rescheduled for an alternative date which falls in the school term time, again no Penalty Notice (fine) will be issued for the unauthorised holiday absence.

Accompanying this information is a copy of our current Absence Request form which needs to be completed for ANY request for absence in term time. This can also be found on our website: www.pilgrimprimaryschool.co.uk or in paper form from our school office.

For all other types of unauthorised absence (i.e., not holiday related), the threshold will remain at 8 sessions (4 days) within a rolling 6 month period before Penalty Notices could be issued.

More information can be found by contacting Plymouth City Council directly on: -

T 01752 307405 between 15.00 – 16.30

Duty Education Welfare Officer

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Plymouth PL6 5UF

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Yours faithfully



Mrs L Meek
Headteacher