



Scalford C of E Primary School

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21.6.13

Very Important Information - PLEASE READ **Changes to the Authorisation of Term Time Leave of Absence**

We have received information regarding the new 2013 amendments to the 2006 Pupil Registration Legislation, affecting all schools in England, with regards to children taking time off from school, including holidays, in term time. Two key changes to the law come in to force relating to the leave of absence / holiday requests and payment of penalty notices.

Leave of absence / holiday request

From 1st September 2013, the reference **in law** to Head Teachers being able (at their discretion) to agree up to 10 days of leave of absence **will be removed**.

Instead, the legal reference has been amended and will mean that schools **cannot authorise** leave of absence unless:

- The Head Teacher considers that there are exceptional circumstances relating to the application **AND**
- An application has been made in advance by the parent with whom the pupil normally resides.

As a result of this change in law, we will be amending our school procedures. From September 2013 **no** holiday or extended leave of absence, will be authorised unless the School considers the request to be an exceptional circumstance.

Penalty Notices

The Local Authority (Leicestershire County Council) has the ability to issue penalty notices for parents / carers, who take their children on holiday in term time. The notices are as follows:

Penalty Notice

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

As a result of these changes, the School holiday request forms will no longer be available from the office. Instead you will need to request a meeting with the Head teacher. No leave of absence will be authorised unless the meeting has been requested and taken place to discuss the exceptional circumstances of the request, even if your child's attendance otherwise is good.

Holidays for after September 1st 2013 that were authorised before June 21st 2013 will remain authorised.

Yours sincerely,

Mrs K. Hill