



Term time holidays – FAQs

Can I take my child(ren) out of school during term time?

The law does not give parents any entitlement to take their children out of school during term time

What happens if I need to take them out of school?

A 'leave of absence request' form needs to be completed and submitted at least **4 weeks** prior to the requested period of leave

What about a holiday?

Holidays are not exceptional circumstances and these will not be granted. Any absence due to holidays **will be unauthorised** and you may be issued with a **Penalty Charge Notice** from the Local authority

Will my leave request be granted?

Requests must only be made in exceptional circumstances. The Head Teacher will inform you of their decision. Each case is considered on an individual basis. Emergency absences may be considered but we are required to ask for supporting evidence.

What happens if the Head Teacher says 'No'?

If the request is unauthorised and the pupil does not attend, their attendance record will be marked with a period of unauthorised absence.

Will I be fined?

We are required by law to report unauthorised absences to the Local Authority who may issue you with a Penalty Charge Notice. The fine must be paid within 21 days or it will increase. **Each parent** with parental responsibility will be charged for **each child** that has missed school. Proceeds from Penalty Charge Notices DO NOT go to the school.

Where can I find more information?

Additional guidance can be found on the DfE website

<https://www.gov.uk/school-attendance-absence>