



**Beeston,
Cottingley &
Middleton Cluster**

Working in Partnership to help Children, Young People and Families reach their goals



Leeds
CITY COUNCIL

September 2021

Dear Parent/Carer

Taking time off school in term time

We are writing to inform you that from 1st September 2013 the Government changed the Education (Pupil Registration) Regulations in relation to term time holidays.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that you will be fined for your child's absence.

Taking a child out of school in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Each academic year school is closed for thirteen weeks. This allows families up to 175 days a year to go on holiday or visit relatives abroad.

Note: Payment of a Penalty Notice (from September 2013), if paid within 21 days, is £60. If you do not pay within 21 days the fine is increased to £120 and you have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996.

The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide school with evidence of the absence such as a medical appointment card or prescription.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

Yours Faithfully

S. Knowles

Sue Knowles
Pastoral Leader

J. Hainsworth

Joanne Hainsworth
Targeted Services Leader



LEAVE OF ABSENCE REQUEST FORM

Leave of absence will only be granted in exceptional circumstances

Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended)
By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice.
Penalty notices can be issued per parent and per child.*

Name of School **Beeston Primary School**

Date of request.....

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for Absence		
	Total number of school days	From	To
	Would he/she miss any national tests or examinations?		Yes/No
	Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes/No
	Did he/she have leave of absence during term-time in the previous school year?		Yes/No
Emergency telephone contact in the Leeds district			
Siblings name(s) and school(s) attended – if relevant			
Parent's/Guardian's Signature			

SCHOOL SECTION

Name of child:		Class:	
Absence in Term Time From: _____ To: _____	i. Approved.....school days Not approvedschool days ii. Absence Code	Is the cluster AIO involved? YES/NO	
Number of previous days authorised		Absence during tests or exams? YES/NO	
Current percentage attendance		Office Staff Signature:	
Last year's percentage attendance		Headteacher's Signature:	

A copy of this form will be returned to the parent after consideration

**Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice*