



Leave of Absence During Term Time

11th September 2026

Dear Families,

I am writing to remind families of the law around school attendance and to clarify the position on taking holidays during term time.

Regular attendance at school is essential for your child's learning, progress, and wellbeing. Time away from school can disrupt their education and make it harder for them to settle back into class routines, especially at key points in their schooling.

By law, only the Headteacher can authorise absence from school, and this can only be done in *exceptional circumstances*. Parents/carers cannot authorise absence themselves. The Department for Education advises schools not to authorise holidays in term time, as family events and travel should be arranged during school holiday periods wherever possible.

If you believe your circumstances are exceptional, you may submit a written request using the Local Authority's Leave of Absence form. When considering requests, we will consider your child's age, stage of education, overall attendance, academic progress, the time of year, and the length and purpose of the absence. Absence will not be authorised if it coincides with statutory assessments, public examinations, or other significant school commitments.

Please note that where a child is reported as unwell but there is reason to believe they may be absent from school due to a term-time holiday, the circumstances of the absence may be referred to the Local Authority for further consideration.

As part of our commitment to safeguarding and promoting the wellbeing of all pupils, we will undertake welfare checks where a child has been absent due to illness for three consecutive school days or more. This may include contacting parents/carers to arrange a video call or, where appropriate, a home visit to ensure that the child is safe, well, and receiving any necessary support.

Please note that parents who take children out of school without authorisation may be issued with a Fixed Penalty Notice. This is £80 per child if paid within 21 days, rising to £160 if paid within 28 days. Repeat offences within three years will incur the higher rate of £160 per child. Full government guidance can be found on the Department for Education's website here:

[Fines for parents for taking children out of school: What you need to know](#)





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Thank you for your continued support in ensuring the best possible attendance and educational outcomes for all children.

Yours sincerely,

Stephen Farmer

Head of Campus

