



# Term Time Holiday Absence: A Guide for Parents

---

## Key Information

- You can only allow your child to miss school if he or she is ill, or if you have advance permission from the school
- Absence requests will only be granted in exceptional circumstances
- You can be fined for taking your child out of school without advance permission from the school

## What the Law Says

The government changed the rules on term-time absence in 2013.

Under the new rules, you can only allow your child to miss school if:

- He or she is too ill to go in
- You have received advance permission from the school

## Education

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson

## How Do I Request Permission For An Absence?

You must submit a request to the school before you arrange for your child to have time away.

If you wish to take your child out of school during term time, you should speak to your child's Head of Year and submit a formal request to the Head via the school office.

The Head will then consider whether to give permission for the absence.

## When Will Absence Requests Be Granted?

Permission for absence will only be granted in **exceptional circumstances**.

The Head will consider each absence request individually and decide whether to grant the absence.

The Head will also decide how many days your child can be away from school if the absence is granted.

## What If I Take My Child On An Unauthorised Absence?

If you take your child out of school without advance permission (except where he or she is unwell), you can be fined or even prosecuted.

This could involve:

- A fixed penalty notice of £60 within 21 days, or £120 within 28 days
- A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason.

# Term Time Holiday Absence: A Guide for Parents

## Exceptional circumstances

It is at the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are not exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

Attendance and punctuality is very important and you must contact the school every time your child is absent. Please do not take holidays during school time as you will receive a penalty notice and will be fined £120.

Obecność uczniów jest bardzo ważna i rodzice są zobowiązani do poinformowania szkoły o każdej nieobecności. Wakacje w ciągu szkolnego semestru są zabronione, grozi Państwu kara pieniężna o wysokości £120.

Is school mai attendance aur punctuality bahut zaroori hai thau jab aap ka bacha school mai nahi ai, aap ne school ko kuch kehna hai, yeh bahut zaroori hai. Yaad rakhna during school time holidays lehna mana hai, Jai aap holidays school time se lo, aap penalty receive kar sak te ho. Aur wo penalty £120 hai.

La présence et la ponctualité sont très importantes et vous devez contacter l'établissement scolaire à chaque fois que votre enfant est absent. Veuillez ne pas prendre de vacances pendant la période scolaire. Dans le cas contraire, vous recevrez une amende de 120£.

Prezența și punctualitatea sunt foarte importante de aceea sunteți obligați să contactați școala de fiecare dată când copilul dumneavoastră lipsește. Vă rugăm nu programați concediul în cursul anului școlar deoarece veți primi o notificare și veți fi penalizați cu £120.

La asistencia y la puntualidad de los alumnos son importantísimas y es necesario que los padres o responsables se pongan en contacto con la escuela cada vez que sus hijos o hijas vayan a ausentarse. Por favor no se tome vacaciones familiares durante el período escolar ya que podría recibir una multa de hasta £120.

الالتزام بالحضور وفي الوقت المحدد مهم جداً، ويجب الاتصال بالمدرسة في كل مرة يتغيب فيها ابنك/ابنتك.

من فضلك ال تأخذ أجازتك السنوية خلال العام الدراسي حتي ال تضطر الي دفع غرامة £120.

You can find out more about the rules around term-time absence in the following sources:

- [School attendance and absence](#)
- [Working Together to Improve School Attendance 2022](#)