



Head Teacher: Mrs S Thorpe
Assistant Head Teachers: Mrs N Watson
Mrs V Wales
Mr M Cuthbertson

Fakenham Avenue
Middlesbrough
TS5 4QQ
Tel: 01642 817713
email: office@whinneybanks.org.uk

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

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Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The request for a leave of absence must be made **at least 2 school weeks in advance** by completing a Leave of Absence form which can be obtained from the office. The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact. The Head Teacher may invite the parents into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the dates covered by the request.

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice to be issued against you. A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days period the Local Authority may prosecute for the offence to which the notice applies.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Please note, if you have previously received a penalty notice the Local Authority may decide to investigate legal proceedings and summons you to appear in court.

As a parent/carer you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed.

Mrs S Thorpe
Head Teacher

