



Term Time Holidays

June 2013

Green Lane Primary Academy / Ribblesdale Avenue / Garforth / Leeds / LS25 2JX

IMPORTANT INFORMATION REGARDING TERM TIME HOLIDAY REQUESTS

The Education (Pupil Registration) (England) Regulations 2006 currently allows principals to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Principals can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days **from 1st September 2013**. The amendments make clear that principals may **not** grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

From 1st September 2013, Green Lane Primary will NOT be able to grant permission for Leave of Absence for holidays during term time.

In line with Government guidance, should parents chose to take children on an unauthorised holiday during term time a referral may be made to the local authority who can issue a penalty notice to each parent or carer with parental responsibility. From September 2013 the penalty is set to be £60 for each parent if paid within 28 days, increasing to £120 if not paid within 42 days.

Parents must to continue to complete the application in advance of ALL holidays and if there are exceptional circumstances around the holiday request, clearly give the reasons in the space provided on the NEW Leave of Absence application. This will ensure that we know where a child is during the given period and we will not have to chase those absences.

Green Lane Primary Academy shares the Government's determination to raise the levels of pupil attendance because we want to give the best future to all our children. If you have any questions, please contact the academy office for clarification.

**Mrs T Prince
Principal**

**Mrs N Cox
Chair of Governors**