



**Beeston,  
Cottingley &  
Middleton Cluster**

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



**Leeds**  
CITY COUNCIL

Appendix 2

Dear Parent/Carer

**Taking time off school in term time**

We are writing to inform you that the Government has changed the Education (Pupil Registration) Regulations in relation to term time holidays which came into force on 1<sup>st</sup> September 2013.

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.

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

Mandy Voller  
**Attendance Adviser**

Appendix 3

J. Hainsworth

Joanne Hainsworth  
**Targeted Se**



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**LEAVE OF ABSENCE REQUEST FORM**

*Leave of absence will only be granted in exceptional circumstances*