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Date: 1<sup>st</sup> September 2013

To All Parents/Guardians

**RE: Leave during Term Time**

The DFES have made it clear that we are no longer able to grant any leave of absence during term time unless there are exceptional circumstances.

As you are aware, you are required to request your leave of absence by completing a Leave of Absence Request form which is available from the school office.

I am writing to make you aware of the regulations concerning Leave that is taken during term time that have not been authorised by the Head Teacher.

**Penalty Notices**

The Education (Penalty Notices) (England) Regulations 2004

**The Local Education Authority is responsible for the overall administration of the scheme.**

Penalty Notices may be issued without formal written notification to the parent where a parent has taken a pupil on leave during term time without the schools authorisation or in cases where the school has authorised leave and the pupil has failed to return to school on the date agreed.

There are other circumstances where fixed penalty notices may be issued: where a child of compulsory school age fails to attend school regularly.

These fines are initially for £60 (per pupil, per parent) increasing to £120 if no payment is received. If the fine is not paid within the required timescale, then the Local Authority have a duty to prosecute.

Yours sincerely

Robbie Evans

Attendance & Behaviour Support Officer

\* A parent includes all those who have parental responsibility and any person, not having parental responsibility, has the actual care of the child.

\*\*The maximum fine is £2,500 for the first and subsequent offences



# NELMES PRIMARY SCHOOL



## REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

As a parent you will understand that regular attendance at school is necessary for your child/children to make good progress with their education. Therefore we hope that family holidays will be arranged in the school holiday periods.

Request for leave of absence for pupils may only be made on the understanding that the circumstances are exceptional and should be made by the parent or guardian and forwarded to the Head teacher at least 14 days before the period of absence.

**NB: The Local Authority may consider issuing parents who take children on term time holidays with a Penalty Notice.**

The Penalty Notice will be issued in line with the Local Code of Conduct section 11 that states that a Penalty Notice may be issued:

“Where a parent has taken the pupil on holiday during term time without the school’s authorisation or (in cases where the school has authorised absence for a holiday) has failed to return the pupil to school on the date agreed with the school”

I wish my child ..... Class .....  
to be excused from attendance from dates ..... to .....

The number of school days to be missed is.....

Please give the full reason for asking for leave of absence in term time.

.....  
.....

.....Signature of Parent/Guardian Date .....

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Childs Name: \_\_\_\_\_ Reg:\_\_\_\_\_

On this occasion \_\_\_\_\_ days have been AUTHORISED / UNAUTHORISED

Signed: \_\_\_\_\_ Mrs K Cooper Date:\_\_\_\_\_