



# Brackenwood Infant School

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Headteacher: Mr C. Mervyn



Dear Families of Brackenwood Infant School

## **Requests for leave of absence/ family holidays taken in school term time**

It is important that children receive as full an education as possible, and even missing one week of school can impact on their development. It is every parent's responsibility to ensure that their child attends school regularly and on time.

In 2013, the government tightened up the rules about taking holidays during term time, so headteachers can now only authorise leave taken in term time in exceptional circumstances.

The government does not give advice on what reasons count as exceptional circumstances, but the National Association of Headteachers describes exceptional circumstances as 'rare, significant, unavoidable and short'. You should think very carefully about whether your reason for taking your child out of school is unavoidable.

If you take your child out of school for a family holiday and it is not authorised, you could be issued with a fine. The Local Authority can fine each parent £60, which rises to £120 each if not paid within 21 days. If the fine is not paid after 28 days, you could be prosecuted and fines can vary.

If you plan on taking your child out of school during term time, you must first complete the Local Authority form 'Application for Leave During Term Time', giving your reasons for doing so. Copies of this form are available from the school office. I will then make an informed decision on a case-by-case basis.

Kind regards

Mr C. Mervyn  
Headteacher

*To guide and nurture all children to  
shoot for the stars*

