**Term Time Leave**

**Frequently Asked Questions**

**What do you mean by ‘exceptional circumstances’?**

Headteachers are not able to authorise leave during term time unless in exceptional circumstances, clear guidance is set out by the Department for Education. We therefore ask that you note the exceptional circumstances that your request is based upon when completing our term time leave form. When your request is considered, the Headteacher will consider your request in full including any additional documentation you wish to provide.

**When will I hear if my leave has been authorised?**

We aim to contact all families within 10 school days with a decision.

**What happens if my leave isn’t authorised – do I have to cancel our holiday?**

No – we can only advise if the leave will be authorised or unauthorised on our registers. For authorised leave, we may choose to use code H or C on the register. For unauthorised leave, we will use code G or O.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence will not be granted.

**Do I need to notify the school if I choose for my child to still take the leave?**

When processing your request, we will notify the registrar of your intended leave. They will code the registers accordingly on the days of absence. We will contact you on the first day of leave to confirm you are having leave as planned. We will let you know the date we are expecting your son/daughter to return and seek your confirmation that our records are correct.

**Will I get a fine or fixed penalty notice if I still choose for my child to take the leave?**

The local authority monitors all periods of absence above a given threshold especially when an unauthorised code is issued on the register. They may choose to issue a fixed penalty notice if your child’s leave of absence exceeds their threshold. The school do not make any decision

Any fixed penalty notices are payable direct to the local authority. We do not benefit financially from this action. The school do we make the decision if a fine should be issued.

**Will you set work for my child whilst we are away?**

If you leave of absence is unauthorised, we are not able to set work. Work is only set when agreed by the extended leadership team.

**What will happen when we get back from our leave?**

Naturally parents are concerned when their child has been absent for a fixed period. Children can be behind in their work; friendship groups may have changed or the school may feel different after a period of absence. Our FLO team are on hand to provide support and advice if you feel your son/daughter could benefit from this on their return.

All children will be welcomed back into school on their first day of attendance following leave.

**Will I be invited into school for a meeting when we return?**

We publish our thresholds of intervention at the start of every year. This is our support system following absence. Your son/daughter’s attendance may be at a point whereby we need to convene a meeting to discuss additional support they may need in school. For example, this could be to catch up with missed work.

Your son/daughter’s total absence over the year will determine the threshold of intervention.