



Ribbleton Avenue Methodist Junior School Ribbleton Avenue Infant School



Leave of absence request information

Both schools share families and therefore we have provided this sheet to clarify expectations. This is in line with the new guidance from the Department for Education. Please keep this sheet to refer to in the future.

The DfE has issued schools with guidelines for holidays and extended leave. In effect the amendments to the existing guidelines make it clear that, from **September 2013**, Headteacher's may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Each request for leave will be looked at on an individual basis, however it is **highly unlikely that any holiday during term time will be granted.**

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

If you take your child out of school without permission this could result in a Fixed Penalty Notice being issued. These are issued to each parent in regards to each child. New national guidelines for issuing Penalty notices came into force on 19th August 2024.

The cost of a fine is £160 per parent, per child but if paid within 21 days is reduced to £80 per parent, per child. E.g 2 children in school equates to 2 x PN which could amount to £320 fine per parent. Please note: 2nd offences will not get the reduced rate, 3rd offences will result in prosecution.

- Parents **MUST** discuss requests for leave with the headteacher/Attendance Manager **BEFORE** taking time off school and **ONLY** then complete a form.
- Even in exceptional circumstances, no leave will be granted for children in Y2 or Y6 before the end of May.
- No leave will be authorised for any child whose attendance is below 97% (except in exceptional circumstances).
- Extended leave will be considered in **exceptional circumstances** only.
- If children do not return to school on the agreed date, a penalty notice will be issued.
- If children do not return to school on the expected date, they may be referred to Lancashire County Council's Children Missing Education Team and may lose their school place.
- Parents must complete a request form and bring flight tickets in to school to prove a return flight has been booked.