



September 2024

Dear Parent/Carer

Leave of absence requests due to family holidays in term time

ANY HOLIDAY NOT APPLIED FOR WILL AUTOMATICALLY BE UNAUTHORISED AND PROCESSED FOR A FINE TO BE ISSUED

I am writing to confirm the school's approach to requests for term time holidays for this academic year.

There remains no entitlement for students to be absent from school for family holidays.

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

More recent guidance from the government, "Working Together to Improve School Attendance", published in August 2024, states:

"Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school."

All requests for a leave of absence must be made in writing using the official form, this can be found on the Tupton Hall Website <https://buff.ly/4et8FF3> or collected from reception or student services and should be returned to Mrs J Thompson (Attendance Clerk) at least four school weeks before the first day of the requested absence. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should 5 days leave or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Yours sincerely

Mr A Knowles
Headteacher

Mr S Roberts
Assistant Headteacher