

# Thinking of taking your child out of school during term time?

Information for parents  
Please read this leaflet



## Thinking of taking your child out of school in term time?

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Legislation introduced in September 2013 states that holidays during term time, can no longer be authorised unless in exceptional circumstances, which the Headteacher/Principal must **be satisfied about**.

If the leave is not authorised by the Headteacher and children are absent during the requested time **parents may receive a penalty notice (fine)**.

Tower Hamlets has a very clear policy that holidays should be taken in school holiday periods when children can enjoy them without their education being affected. Children are not permitted to take holidays in term time and schools are advised not to agree to any applications for holidays or leave in term time. This is because absence from school is disruptive to children's education and affects their achievement.

## How do I make a request for leave of absence in term time?

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1. You need to complete a leave of absence request form, which is attached to this leaflet, at least 10 days before the start of the proposed leave.
2. The completed form must then be sent to the school for approval.
3. The school will then write to you within 7 school working days to confirm/decline the request.

## What will happen if my request is refused but I still take the leave of absence?

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Your school will notify the delegated local authority officer who will issue a penalty notice to you if 3 days or more have been taken.

A penalty notice of £60 could be imposed per child and per parent, If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post.

If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice.

Once issued a penalty notice may only be withdrawn in the following circumstances:

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed.

This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

Prosecutions are brought under S444 of the Education Act 1996.

Parents/Carers need to be mindful that a conviction for this offence can result in a criminal record.

If you need more information, please refer to the contacts listed below

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**Swanlea School**

31 Brady Street  
London E1 5DJ  
020 7375 3267

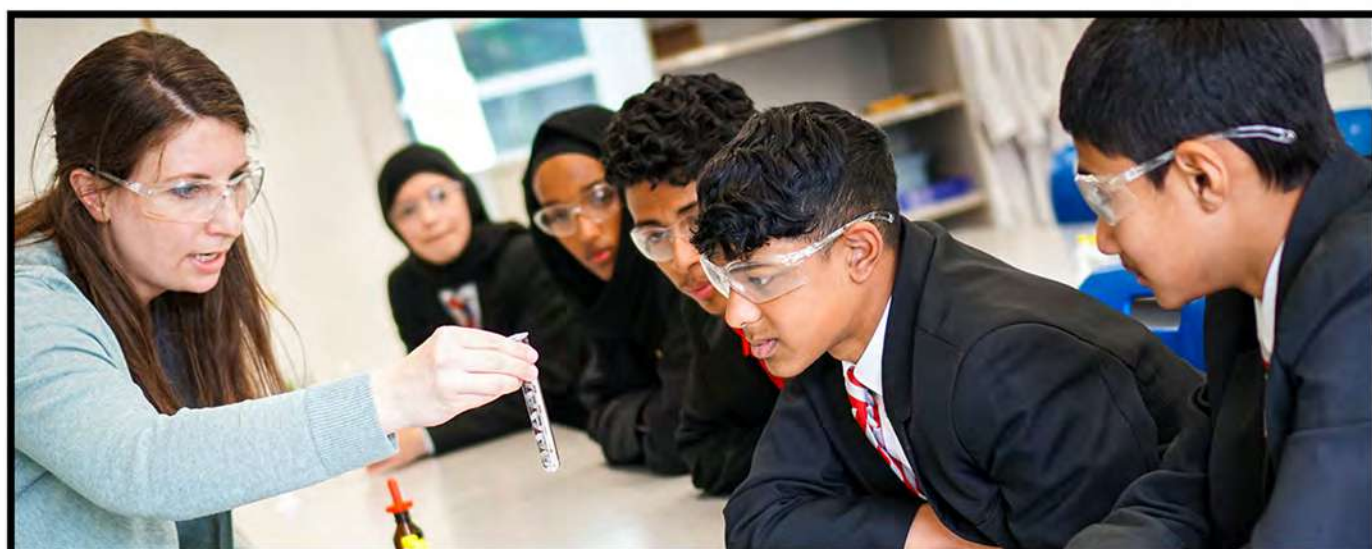
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**Tower Hamlets Attendance & Welfare Service**

**Behaviour & Attendance Support Service**

The Professional Development Centre  
229 Bethnal Green Road  
London E2 6AB

Tel: 020 7364 3450



# Application for Extended Leave of Absence

## Part 1 - To be completed by the Parent/Carer

### Pupil's Details:

Full Name:	DoB	Tutor Group
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### Parents Details

Full Name (Mum/Carer)	Full Name (Dad/Carer)
Address & Post Code	Address & Post Code

Reason for Absence
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Start Date of Absence	End Date of Absence	Total Number of School Days
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## Part 2 - To be completed by the school

The school has considered your application and has made the following decision:

- The application for leave of absence during term-time is APPROVED exceptionally for a period of \_\_ school days. Your child must return to school on \_\_ / \_\_ / \_\_. No reminder will be sent. It is your responsibility to notify the school of any changes in circumstances following the signing of this agreement.
- The application for leave of absence during term-time is NOT APPROVED in line with the Tower Hamlets Education Authorities guidelines. It states that schools should not agree to holidays or extended leaves of absence in term-time, other than in exceptional circumstances. Please change your travel arrangements so that you are away during the school holidays. If you cannot do this, then there can be no guarantee that your child will have a place available at the school when you return, which would mean that you will be required to re-apply for a place.

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Signature

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Date