



# Holmes Chapel Primary School

Holmes Chapel Primary School  
Middlewich Road  
Holmes Chapel  
Cheshire  
CW4 7EB

Headteacher: Mrs H. Scott BEd (hons), NPQH  
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## REQUEST FOR AUTHORISED ABSENCE DURING TERM TIME

The Governors want all the children to be happy & successful at Holmes Chapel Primary School; taking holidays in term-time can seriously disrupt a child's progress.

From 1<sup>st</sup> September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations have changed the rules about term-time holidays in maintained schools. From 1st September 2013, the headteacher will not grant *any* leave of absence during term time unless there are exceptional circumstances. An exceptional circumstance is usually a one-off, unique situation that is of significant emotional, educational or spiritual value which outweighs the loss of teaching time. It is important for parents to understand that they have no entitlement to take their child out of school for a holiday in term time. Requests will be considered on a case-by-case basis.

### Fixed Penalty Notices

The head teacher can make the decision to issue a Fixed Penalty Notice to those parents who take their children on an unauthorised leave of absence (holiday) in term time. The school will also issue Fixed Penalty Notices related to unauthorised absences. Failure to make payment will result in legal action for failure to ensure regular attendance at school under Section 444 (1) Education Act 1996.

Timeline	Penalty Charges
Paid within 21 days	£60 per parent per child
After 21 days and before 28 days	£120 per parent per child
After 28 days	The parent will receive a summons to appear before the Magistrate's Court on the grounds of having failed to secure their child/ children's regular attendance

### Section 1 – to be completed by Parent / Guardian

Child's First Name(s)	Surname (s)	Teacher / Class

Reason for Absence:	
Last Day in School Prior to Absence:	
Date Expected to Return to School:	
Total Number of Days Absent:	
Signed (Parent/Guardian):	Date:

### Section 2 – to be completed by Headteacher

Delete where appropriate:	This absence will be <b>AUTHORISED / UNAUTHORISED</b>
Signed (Mrs H Scott):	Date:

