## EXCEPTIONAL LEAVE IN TERM TIME

Your child's education is priceless!

Leave of Absence rules have changed, significantly. It will still be the case that schools are only permitted to authorise leave of absence if the reason given is exceptional and the parent can evidence that the leave needs to be taken at this time rather than during the school holidays. The DFE states that generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Exceptional can be considered a rare or one-off event, not pre-planned.

If you wish to request a leave of absence in term time you must fill out our online form and we will consider your request. You can email pastoral-attendanceoffice@caludoncastle.co.uk to request a form or you can use this link: Request for Leave of absence in Term Time - Caludon Castle School – Fill out form

If the request is not considered exceptional, we will have to unauthorise it and it may incur a penalty notice. Unauthorised leave is now monitored and is considered over a rolling 3 -year period. This includes when changing schools, so an unauthorised leave taken in Year 5 of a primary school still counts if you also have unauthorised leave in Year 7 with us.

**First unauthorised Leave of Absence within a 3-year rolling period**
This penalty notice would be charged at £80 per parent, per child if paid within 21 days and at £160 if paid between 22- 28 days
**2nd unauthorised Leave of Absence within a 3-year rolling period**
This penalty notice will be a flat rate of £160 per parent per child if paid within 28 days.
**3rd unauthorised Leave of Absence within a 3-year rolling period**
This could result in you being taken to Court and prosecuted under Section 444 (1) (a) Education Act 1996.

We all want what is best for your child, and to support them in being in school as much as possible. If you have any questions please contact your child's year team, it is always best to discuss any difficulties you may have.

**Consequences of taking your child out of school during term time:**

- Missing out on valuable school work/ courses
- Loss of learning opportunities if close to exams
- Settling in problems during the first term/year of a new school
- Disruption in friendship groups
- Difficulties a child may face due to having to ask for extra help to catch up
- Your child may never catch up on school missed
- In some instances, children who take leave in term time could risk losing their school place.
- Research proves that exam grades are reduced in proportion to the number of days missed

Your child's education is too important to miss.