



# Beaumont Lodge

## PRIMARY SCHOOL

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### **Very Important Information - PLEASE READ** **Changes to the Authorisation of Term Time Holiday**

**Legislation with regards to children taking holidays in term time.**

From 1<sup>st</sup> September 2013, the reference in law to Headteachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed.

Instead, the legal reference has been amended and will mean that schools should not authorise leave of absence unless:

- The Headteacher/Principal considers that there are exceptional circumstances relating to the application **AND**
- An application has been made in advance (6 weeks' notice) by the parent.

*\*Please note that family holidays do not fall into the category of exceptional circumstances.*

School holiday request forms are no longer available from the office, instead you will need to request in writing or email [office@blps.org.uk](mailto:office@blps.org.uk) a meeting with the Headteacher (Mrs Solla) and Chair of Governors (Mr Burgess). In the letter you will need to include the details of your holiday, dates etc. At the meeting, it will be decided whether the reason given is exceptional.

It is the parent's responsibility to make sure that they speak to the school about having a meeting with the Headteacher. No holiday will be authorised unless the meeting has been requested and taken place. Please be aware the school can only authorise holiday for exceptional circumstances even if your child's attendance otherwise is good. Good attendance is 96% and above.

A Penalty Notice may be issued from the Local Authority for parents who take their children on holiday in term time.

#### **Penalty Notice**

**If your child has unauthorised leave of absence, you may either be issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid with 21 days), or your case will be referred to the Local Authority directly to the Magistrates Court.**

*Please be aware that the local authority can issue a penalty notice even if the school does not obtain evidence that an unauthorised holiday has been taken.*

As a result of this change in law the Governors of Beaumont Lodge Primary School have amended their school policy. From September 2013 **no** holiday will be authorised unless the Headteacher and Governing Body consider the request to be an exceptional circumstance.

Updated March 2025