



# Holmes Chapel Primary School

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

Headteacher: Mrs F. Gresty B.A (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. As an Academy, governors have chosen to abide by these regulations. 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.

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

Child's First Name(s)	Surname (s)	Teacher / Class
<b>Reason for Absence:</b>		
<b>Last Day in School Prior to Absence:</b>		
<b>Date Expected to Return to School:</b>		
<b>Total Number of Days Absent:</b>		
<b>Signed (Parent/Guardian):</b>		<b>Date:</b>

### **Section 2 – to be completed by Headteacher**

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

