



## Lydgate Junior School

Headteacher: Mrs R Hurding  
Acting Deputy Head: Mrs B Noble  
Manchester Road, Crosspool, Sheffield, S10 5DP  
Telephone: 0114 2669500  
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### REQUESTS FOR LEAVE OF ABSENCE DURING TERM TIME

As I am sure you appreciate, regular school attendance is essential if pupils are to maximise their educational opportunities. The Local Authority and Lydgate Junior School has a responsibility to provide the best education possible but we can only do this if pupils attend regularly. Taking time out of school for holidays can be disruptive; it can also be difficult for pupils to catch up on work missed.

The Department of Education (DfE) have recently issued updated guidance that states:

“The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Head teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined for taking their child on holiday during term time without consent from the school.”

Therefore the Head teacher may only consider giving permission for a pupil to be absent from school in term time in ‘exceptional circumstances’ and proof will be requested by the Headteacher.

If you choose to disregard this guidance the Local Authority may take legal action Under section 444 of the 1996 Education Act which states that you have a legal obligation to ensure that your child attends school regularly.

“Taking unauthorised term time holidays or persistent absence (below 90%) may make you liable for a Penalty Notice (fine). The penalty is a £60 fine if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid in full within the 28 day period Sheffield City Council may prosecute. This could result in a fine of up to £1,000 plus costs.”

Lydgate Junior School is committed to raising the profile of attendance and its link to achievement. It is important therefore that you work with us by ensuring that your son/daughter attends school on time, every day and by not taking your son/daughter out of school for holidays during term time.

Thank you for your support in this matter.

Yours sincerely

Mrs R Hurding  
Headteacher





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## REQUEST FOR EXCEPTIONAL TERM TIME LEAVE

<b>Name of Pupil</b>	<b>Name of Parents or Carers</b>	
<b>Class</b>	<b>Telephone number</b>	
<b>Siblings in this or other schools (name, dob, name of school)</b>	<b>Email</b>	
<b>Dates of exceptional leave request. From</b> _____ <b>to</b> _____ <b>(inclusive)</b>		
<b>Why are you requesting an exceptional leave of absence during term time?</b>		
<b>What steps have you taken to minimise the impact of the leave on your child's learning?</b>		
<b>Where will you be staying during the leave period? Please provide the full address and emergency contact details (UK and Abroad)</b>		
<b>UK:</b>		
<b>Abroad:</b>		
<ul style="list-style-type: none"><li>• I confirm that the information on this form is true.</li><li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date.</li><li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school.</li><li>• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.</li></ul>		
<b>Signed by parent/carer</b>	<b>Print name &amp; relationship to child</b>	<b>Date</b>
<b>Headteacher's signature</b>		<b>Date</b>

