



**Stocksbridge Nursery Infant School**  
**Pot House Lane**  
**Sheffield**  
**S36 1EJ**

Tel: 0114 2883109

Fax: 0114 2830204

E-mail: [enquiries@stocksbridge-nur.sheffield.sch.uk](mailto:enquiries@stocksbridge-nur.sheffield.sch.uk)

Website: [www.stocksbridgenursery.co.uk](http://www.stocksbridgenursery.co.uk)

27<sup>th</sup> Sept 13

## Term Time Leave

Dear Parents/Carers

Sheffield Local Authority has revised their policy for pupils taking leave in term time. This is in response to updated guidance from the DfE. School has adopted the policy and a copy is attached. It is an important document and quite lengthy so I have summarised the changes and main points below.

- Parents are not legally entitled to take their child on holiday in term time. The policy states that *Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.*
- Parents and carers are legally required to request exceptional term time leave from the Headteacher.
- Headteachers must consider all requests.
- Parents can now be fined for taking their child on holiday during term time without consent from school. They can also be prosecuted and it can result in their child losing their place at the school.
- Requests for leave must now be made 20 days in advance. It must be made in writing using the 'Request for Term Time Leave' form. The form can be e-mailed to school if you prefer. You can find all the documents related to Term Time Leave on the school's website.
- We will provide a response within 10 working days.
- The school is asked to take into account the following factors when considering term time leave.
  - The time of academic year. *In accordance with our Attendance Policy no absence is authorised for the first two weeks of the autumn term.*
  - Duration of absence – number of school days missed.
  - The child's current attendance and punctuality rate. *No absence is authorised where a child's attendance is below 95%.*
  - Exceptional Term time leave requested/taken in previous academic years for similar purposes.
  - Whether parents/carers have considered limiting the amount of time the child would be absent e.g. wrapping round a school holiday.
  - Have alternative care arrangements been considered by the parents/carer to limit the time away from school.
  - Impact of any interventions, assessments, referrals being undertaken by the school.
  - The impact that the absence will have on the child.

I would recommend you read the whole document.

Yours faithfully

Jane Townsend  
Headteacher



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