Morley Primary School policy

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Please do not use blanket statements or suggest situations which the school might authorise – Each parental request should be considered on merit based on the information provided at the time.

This policy extract should be included with your penalty notice request as it forms part of the evidence for Court should the penalty notice remain unpaid.