



Kingston St Mary Church of England Primary School

Greenway, Kingston St Mary, Taunton,

TA2 8JH

Tel: 01823 451353

mail: office@ksm.somerset.sch.uk

website: www.ksmprimary.com

TERM TIME LEAVE - GUIDANCE

All children have a legal right to suitable, full-time education. There is no entitlement for children to have time off from school during term-time for the purposes of a holiday, recreational or protest activity.

Kingston St Mary C of E Primary School expects all pupils to attend regularly. As such, any requests for term-time leave will be considered but only approved if the reasons and circumstances for that leave are exceptional and unavoidable. This decision rests with the headteacher. Updated Government Guidance states that **“As Headteachers should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purpose of a family holiday.”**

All requests for term-time leave must be made in writing, at least four weeks before the requested leave date, using the TERM TIME LEAVE REQUEST FORM (available from the school entrance or on the school website).

Term time leave will only be authorised when the application meets the **Exceptional Circumstances** criteria outlined in the Attendance Policy which reflects the DfE Statutory Guidance of 2024. Further information will be taken into account if the Headteacher agrees that an application meets the Exceptional Circumstances criteria.

The DfE guidance states:

- the request is rare, or a one-off, significant, and unavoidable,
- the request is of unique and significant emotional, educational, or spiritual value to the child, which outweighs any loss of teaching time (as determined by the headteacher),
- the request is unavoidable, and could not be reasonably scheduled during school holidays, irrespective of who has planned or paid for the holiday or absence.

In addition to the above criteria, the Headteacher will take into account:

- The date of the request and the amount of notice provided
- The overall attendance of the child/ren and whether this is above the expected level of attendance
- The time / duration of the request and whether it is within the first term of the academic year or it affects national statutory assessments.

[To request Term Time Leave, you must complete the Term Time Leave Request Form on the reverse of this guidance sheet.

Headteacher: Miss Kim Greenslade

We do our best to: Use Our Head, Have a Heart, Give a Hand

“I came so that they could have life – indeed, so that they could live life to the fullest.”

John 10:

TERM TIME LEAVE REQUEST

Name of child/ren:

Class:

1.

2.

3.

4.

Inclusive dates of request for Term Time Leave

From:

To:

Exceptional Circumstances for this request (please refer to the guidance on the front of this form and ensure that supporting evidence is provided).

Signed parent / carer:

Date:

IMPORTANT INFORMATION FOR PARENTS / CARERS

- Parents / carers whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the education Act, 1993.
- If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. Unauthorised absence relating to term-time leave being taken, will be sent to the Local Authority for consideration of a Penalty Notice when 10 or more sessions (5 days) are unauthorised.
- In addition, please note the updated regulations:
 - Each parent may receive a maximum of two penalty notices in relation to a child within a three year period.
 - If the threshold is met for a third (or subsequent) time, the local authority will be required to consider alternative measures, which may include prosecution.

For school use only:

Current Attendance (tick the relevant box)

**Excellent
Attendance
97% - 100%**

**Expected
Attendance
96%**

**Falling Below
Expected
Attendance
91% - 95.9%**

**Persistent
Absence
90% or below**

**Severely
Absent
50% or below**

Monitoring Attendance History (previous three years)

Year:

Year:

Year:

Authorised

Unauthorised

Signed (Headteacher):

Date:

