

September 2025

Dear Parents and Carers,

Request for Exceptional Leave of Absence

Please find below the guidance from the Department for Education which the Local Authority advised all schools to share with parents and carers.

As of August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Headteacher's are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'.

Should you choose to take a holiday for 5 consecutive school days or more during term time the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.

The law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer per child.

The National Framework for penalty notices introduces a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3-year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

Once two Fixed Penalty Notices have been issued, if a 3rd unauthorised leave of absence occurs within a 3-year period, the Local Authority is able to move to prosecution immediately.

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

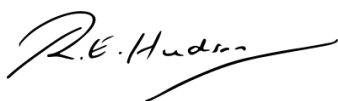
As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absences during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.

Further information can be obtained from www.dfe.gov.uk

Yours sincerely,



Rachel Hudson
Headteacher



BLACON
HIGH SCHOOL

ASPIRE BELIEVE ACHIEVE

REQUEST FOR AUTHORISATION OF TERM-TIME ABSENCE

BEFORE COMPLETING THIS FORM PLEASE READ THE LAW FROM THE DfE ON THE BACK OF THIS FORM

Dear Mrs Hudson,

I have parental responsibility for the named student and I am requesting authorisation for absence from school as detailed below:

NAME OF STUDENT: YEAR..... FORM.....

ABSENCE DATES: From / / to / / (Inclusive)

TOTAL SCHOOL DAYS TO BE ABSENT:

DESTINATION:

.....

The reason that this absence is being requested during term-time is because:

.....

.....

.....

.....

Name of Parent/Carer.....

Place of Work.....

Signed: (Parent/Carer) Date: / /

Name(s) of siblings in Primary School:

Name(s):School:

(PARENTS/CARERS PLEASE ALSO COMPLETE YOUR PART OF THE REPLY SECTION BELOW)

REPLY SECTION

NAME OF STUDENT:YEAR.....FORM.....
 REQUESTED ABSENCE DATES: From / / to / / (Inclusive)

HEADTEACHER'S DECISION

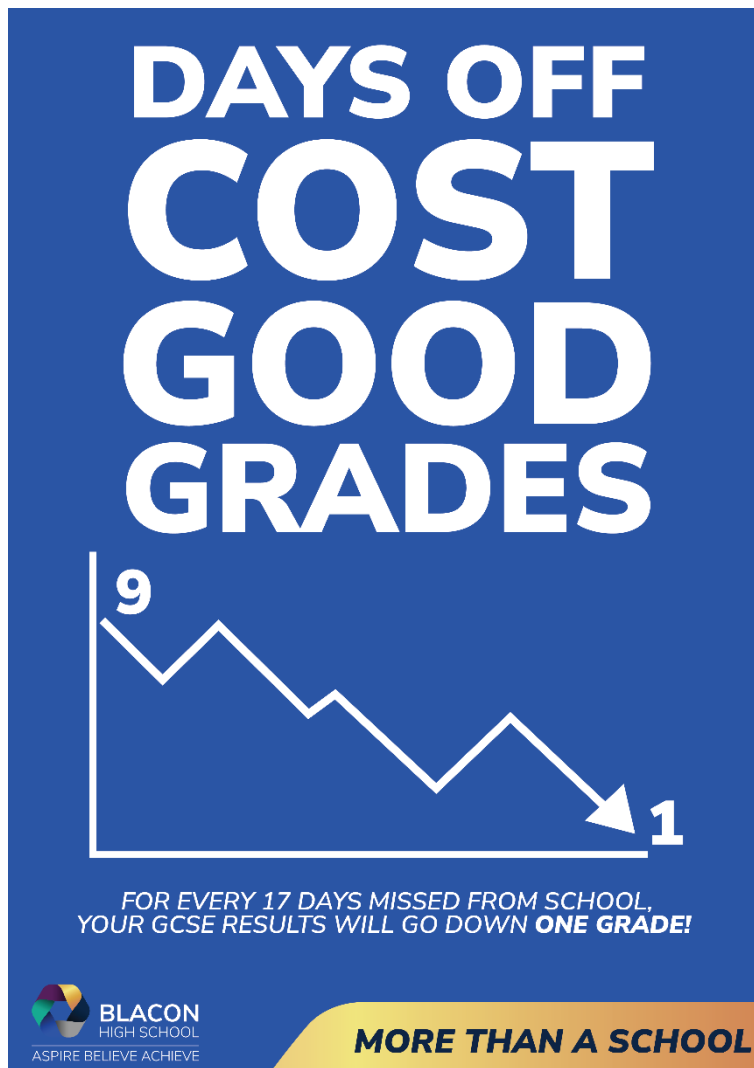
Your request is authorised on this occasion.

*Your request is **NOT** authorised. **Guidance overleaf from Dept. of Education / Local Authority**

** Parent/Carer may receive a Fixed Penalty Notice if you take your child out of school.*

Signed: Date:.....

(If not the Headteacher's signature then the person signing this form is authorised to do so.)



**DAYS OFF
COST
GOOD
GRADES**

FOR EVERY 17 DAYS MISSED FROM SCHOOL,
YOUR GCSE RESULTS WILL GO DOWN **ONE GRADE!**

BLACON HIGH SCHOOL
ASPIRE BELIEVE ACHIEVE

MORE THAN A SCHOOL