

**September 2024 – July 2025**

If you need assistance in reading this letter, please contact the school office.

إذا كنت تحتاح مساعدة في قراءة هذه الرسالة، فضلا اتصل بمكتب المدرسة

Hadaad u baahan tahay in laguu akhriyo warqadan la soo xidhiidh iskuulka xafiiskiisa.



Ak potrebujete pomoc s prečítaním tohto listu prosím kontaktujte školsky úrad.

Dear Parents/Carers

**EXCEPTIONAL LEAVE DURING TERM TIME**

Legally there is no entitlement for parents to take their child out of school during term time and family holidays should be taken during school holiday periods. The local authority guidance states that **“no school will grant any request for leave during term time unless there are exceptional circumstances”**. Holidays, leisure or recreational activities are not considered an exceptional circumstance.

The head teacher will only consider applications from students with attendance records of 95% or over and must be satisfied that the circumstances warrant the granting of leave. We aim to contact you within 7 working days if your request has been **authorised**, please note if your request is unauthorised we will not contact you, this is due to the high level of requests we receive.

Any leave taken unauthorised by school will count against your child’s attendance and you will be liable for a Penalty Notice Fine of **£160 per parent, per child** (if paid within 21 and 28 days) this is reduced to £80 per parent, per child if paid within 21 days. If the fine remains unpaid this may result in prosecution and additional court fees may apply.

Please note that taking your children out of school **during term time for** **5 or more consecutive school days (including days spanning over holiday periods, inset days or weekends)** would constitute as consecutive school days.

Any child absent from school for 20 days or more will be removed from school roll and reported to the Sheffield Local Authority Children Missing in Education department. You will have to follow the Sheffield Local Authority standard admissions procedures to apply to the school for a place. There is no guarantee that places will be available at the time of your application in your child’s year group.

The Fir Vale family of schools is committed to raising the profile of attendance and its link to achievement. We would like to thank all those parents who continue to work with the school in ensuring that their children attend school on time, every day.

Yours faithfully



Mrs R Smith

**Head teacher**

**Notification of Term Time Leave (one form per family)**

**Before completing this form, please ensure you have understood school’s policy for term time leave**

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| **Name of Pupils at this school (year & tutor):** **Sibling in other schools:** **(name, dob, name of school)****Current address:** | **(please ensure school have correct details for all parents/carers) Name of Parent/Carer 1:** **D.O.B:****Name of Parent/Carer 2:****D.O.B:****Address of parent 2 if different to that on the left:** |
| **Dates of leave: From To** **Number of days** |
| **What is the notification for?****Exceptional leave during term time: yes/no** (if yes please attach additional information/evidence to support your circumstances)**Holiday in term time: yes /no** |
| **Where will you be staying/visiting during the leave period?** If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel.**UK:****Abroad:**  |
| * I confirm that the information on this form is true
* 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
* 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
* **I am aware that I will be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher.**
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| **Signed by parent/carer:** | **Print name & relationship to child:** | **Date:** |
| **For school use only** | **Date request received / /**  |
| **Has the notification been considered by the headteacher? Y/N****No of days Authorised ……… No of days Unauthorised ………….****Date of decision letter sent to parent/carer (only if leave is to be granted):** |
| **Is If unauthorised leave is taken this case complies with Penalty Notice criteria, please forward to Attendance Legal Team via Anycomm’s along with HTC, Pupil/student attendance register.** |
| **Name of school:****Firvale School Academy Trust** | **Headteacher’s signature:** | **Date:** |