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## South Darley C.E. Primary School

8.10.17

### Unauthorised leave during term time

*The Highfields cluster of Primary Schools has a consistent approach towards requests for leave of absence. The contents of this letter mirror that consistent approach throughout Matlock's Primary Schools.*

Following the Isle of Wight court case about term-time holidays, Derbyshire has clarified its guidance to schools about the issuing of penalty notices in relation to term-time holidays. Essentially, the Isle of Wight High Court ruling changed the way in which Magistrates are required to consider evidence provided by local authorities for term-time holiday prosecutions following non-payment of penalty notices.

However, the pupil registration regulations regarding the authorisation of leave of absence for the purpose of holidays, which were introduced in September 2013, have not changed. These regulations state that Headteachers may not authorise any leave of absence for holidays during term time unless there are exceptional circumstances, e.g. a significant family event.

We will continue to consider any absence requests in accordance with these regulations and only approve leave in 'exceptional circumstances'. Any requests for absence should be on the official school absence request form and handed into the school office for consideration prior to any leave/holiday arrangements being made.

***In accordance with the regulations you may be issued with a Penalty Notice should leave be taken which is not authorised. Your child's overall attendance will be taken into account when considering this. However there is now no set level of prior attendance which will be used by the local authority when deciding whether to issue a penalty notice.***

Please do not hesitate to contact the school office if you have any questions or concerns.

Yours sincerely,

P Wilde  
Headteacher

Highfields Cluster of Schools



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