



# Escomb Primary School



Escomb, Bishop Auckland,  
County Durham, DL14 7SR

Telephone 01388 603273

e.mail: [escomb@durhamlearning.net](mailto:escomb@durhamlearning.net)

Website: [www.escomb.durham.sch.uk](http://www.escomb.durham.sch.uk)

September 2019

## Leave of Absence during Term Time

Dear Parent / Carer,

Last school year 18% of our children took holidays during term time. This was 184 days of lost attendance due to unauthorised leave of absence. This is a huge amount of lost time and is affecting almost one fifth of our school population. It is also impacting on our overall school attendance figure which is now falling below government expectation. Therefore in line with the practice of other schools in our local cluster we will be following the 'Leave of Absence during Term Time' guidelines issued by the Local Authority robustly. Please read the following information carefully.

Since there was a change in the law concerning term time leave of absence from 1st September 2013, Head Teachers **are not able to grant any** leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from school reception. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the School's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record means that you are liable to incur a Fixed Penalty Notice or could face prosecution. A Fixed Penalty Notice will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form overleaf explains the circumstances where enforcement action may be taken more fully.

Yours Sincerely,

Mrs W E Gill  
Headteacher



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