



# Black Firs Primary School

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Dear Parent/Carer

I would like to clarify the School's position regarding requests for leave of absence during term time. The School Governors have discussed this and feel that the large majority of parents approach School attendance with due diligence. This is reflected in the School's attendance rates, which place Black Firs in the top percentiles nationally. Whilst absence is not a major issue at Black Firs, Governors are required to make parents aware of the following guidelines and external rules set. These have been issued by Cheshire East and Department for Education and Governors will have to abide by them. We would ask that parents clearly articulate, on the application form overleaf, the *exceptional circumstances* that requires a leave of absence during term-time for School to be able to sanction any time-off.

**Term Time Holiday** - The amendments made to the Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers *may not* grant any leave of absence during term time *unless there are exceptional circumstances*, and remove references to family holidays and extended leave as well as the statutory threshold of ten school days.

**Reporting Absence** - Schools must report to the local authority any child who has had at least 10 sessions (5 days) of unauthorised absence in a given period (one term or two consecutive half terms); educational welfare officers check school registers regularly to confirm compliance.

**Fixed Penalty Notices** - Headteachers can make the decision to ask the local authority to issue a Fixed Penalty Notice to those parents who take their children on an unauthorised leave of absence (holiday) in term time. The register code in this instance would be G. The local authority will also issue Fixed Penalty Notices for absence that they consider is related to unauthorised absences. The register code in this instance would be O.

**Payment of Penalty Notices** - Changes to payment deadlines:  
£60 if paid within 21 days (previously 28 days) rising to £120 if paid within 28 days (previously 42 days); failure to make payment will result in the local authority taking legal action for failure to ensure regular attendance at school under Section 444 (1) Education Act 1996.

As parents/carers, you must consider the above consequences before submitting a Leave of Absence form to the School office (on the following page) and your signature on this form indicates that you have read and understood these conditions set out above.

Yours sincerely,

M. Casserley,  
Headteacher.



The following section is to be completed by the School Office and returned to parents once a decision has been made on the request.

To the parents/guardian of :

in Year:

.....

Permission is / is not granted for authorised leave of absence on the following dates:

.....

Signed:

.....  
**(Chairman of Governors / on behalf of Chairman of Governors)**



# Black Firs Primary School

## To the Chair of Governors

### Request for Leave of Absence

Please complete a separate form for each child and return to the School Office *no less* than **one calendar month** before the start of the absence requested.

**Insufficient notice may result in the Leave of Absence being automatically unauthorised & the issue of Fixed Penalty Notices**

Child's Name:			
in Year:		be granted leave of absence	
From:		To:	
	<i>(First day of school absence i.e. Mon - Fri)</i>		<i>(Last school day that will be missed)</i>

Please detail below the *exceptional circumstances* that means leave cannot be taken in the normal school holiday:

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The consequences for parent(s)/carer(s) taking children on holiday in term time which are **not** authorised by the school MAY result in a Fixed Penalty Notice being issued by the Local Authority. Please also consider very carefully the resulting effect that this absence could have on your child's education

**I have read and understood all the conditions set out in the accompanying letter, to completing and handing in this form**

Signed: ..... (Parent/Guardian)

<b>For office use only</b>	<b>Dates of previous absences this academic year</b> ..... <b>Permission granted /not granted</b>
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