

### What happens to the money?

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

### What are exceptional circumstances?

We do not routinely publish a list of what constitutes an exceptional circumstance. All decisions are made on a case-by-case basis.

Where a child is absent with no reason provided and the Headteacher has grounds to believe that the child is on holiday, the school may wish to challenge this absence and apply for a penalty notice to be issued. You will be notified in writing if this is the case and given 5 school days to provide alternative evidence.

# St Laurence CofE Primary School



## Term-time Holiday Policy for Parents

Please see our full attendance policy on the school website under safeguarding

September 2025

## Attendance Matters

Here at St Laurence we believe that pupils need to attend school on time, every day to **learn, develop and thrive.**

As a school we want to work together to ensure that your children are happy and enjoy coming to school to learn new skills and socialise with their peers.

### What happens if my child misses school?

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a **Absence Request Form** available from the school office and handed in 4 school weeks before the first date of the requested absence whenever possible.

**Leave requested less than 2 weeks in advance will not be authorised except for emergencies.**

**You must have received written authorisation before your child can be absent from school.**

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.