



Who we are

The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. Each request will be considered on an individual basis and managed by the Attendance Support team in school.



Mr Fox

I am the headteacher of Donnington Wood Junior school. I meet and greet the children at the school gate every day.



Miss Ganderton

I am the senior leader in school with oversight of attendance. I review attendance every 15 days and meet with our Education Welfare Officer when needed.



Miss Armstrong- I have responsibility for the day to day processing of attendance and will be your first port of call for any attendance enquiries.

Rebecca Giles – Our School Education Welfare Officer. Rebecca works for the Local Authority and supports us as a school to monitor attendance. Rebecca also works with families to help improve pupils attendance.

Contact Us

Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Headteacher the request form. This form should be sent to the school in time for the request to be considered **before** the desired period of absence.

Phone: 01952 386660

Email: [dwjparentpay@taw.org.uk](mailto:dwijparentpay@taw.org.uk)

Web: donningtonwood.com



DONNINGTON WOOD CHURCH
OF ENGLAND JUNIOR SCHOOL

Guidance Notes for Parents requesting Leave in Term Time

01952 386660





Granting leave of absence in term time

The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.

Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;
- the nature of the trip.
- students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
- whether the same trip could be taken during the 13 weeks school is closed to pupils?

Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.



Returning to school



Granted Leave but not returned

Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost.**



Leave not granted

Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.



Joint parental responsibility

Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.



