



# THE STONEHENGE SCHOOL

HOLDERS ROAD  
AMESBURY  
SALISBURY  
WILTSHIRE SP4 7PW

Tel: 01980 623407  
E-mail: [office@stonehenge.wilts.sch.uk](mailto:office@stonehenge.wilts.sch.uk)  
[www.stonehenge.wilts.sch.uk](http://www.stonehenge.wilts.sch.uk)

Holiday Absence

Headteacher  
Mrs C. A. Dean B.A. (Hons), NPQH

Dear Parent/Guardian

## RE: LEAVE OF ABSENCE REQUESTS

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term time. Absence from school is known to be a major cause of poor educational achievement. If, however it is absolutely unavoidable, then you should complete the attached form and return it to the Headteacher within the timescales indicated.

The conditions under which leave of absence for a holiday or overseas visits in term time may be granted are contained in The Education (Pupil Registration) (England) (Amendment) Regulations 2013 making it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Guidance published by the Department for Education entitled 'Working together to improve school attendance', published in May 2022, sites that Leaves of absence requests should only be granted in exceptional circumstances and that where granted it is for the Headteacher to determine the length. Family holidays are unlikely to be regarded as an exceptional circumstance.

Parents do not have a legal right to take children out of school. If you feel you must apply for permission for absence, please understand that these requests will be considered but under the new legislation we may well have to refuse permission for absence. Absence is not usually granted if it is felt that it will be detrimental to your child's educational progress, nor will it usually be granted if it coincides with a period of GCSE's or other examinations. Absence will not be granted to any student in Year 11, nor any student whose attendance is below 95%.

If leave is taken after permission has been withheld, this will be recorded as an unauthorised absence. Where the child's total number of unauthorised absences amounts to 10 or more sessions (5 school days), within the previous 6 months, in that academic year, schools are expected to notify the Education Welfare Service, they will then issue a penalty notice\* and may take possible legal proceedings.

Yours faithfully

Mrs C A Dean  
Headteacher

\*A penalty of £60 will apply if paid within 21 days or £120 up to 28 days. If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates court for the unauthorised absence.

