



THE STONEHENGE

SCHOOL

GUIDANCE FOR PARENTS ON AUTHORISED ABSENCE FROM SCHOOL

1. All schools can grant Leave of Absence for the following reasons:
 - a. **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a Local Authority or Justice of the Peace or a body of persons approval (BOPA).
 - b. **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
 - c. **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
 - d. **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
 - e. **Exceptional Circumstances:** this is made at the Headteacher's discretion and must be requested in advance by a parent who the pupil normally lives with.
2. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via www.stonehenge.wilts.sch.uk/attendance
3. **The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**
4. The Headteacher may require evidence to support any request for leave of absence.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of the following factors which may help to reach a decision:
 - the exceptional circumstances stated that have given rise to the request
 - time of the academic year when the leave has been requested
 - duration of the absence – number of school days being missed
 - the stage of the child's education and progress and the effects of the requested absence on both elements. Pupils in Years 10 and 11 will not normally be granted leave of absence.
 - the child's current attendance and punctuality rate and overall attendance pattern. A request is highly unlikely to be agreed for any pupil with an attendance below 95%
 - exceptional term time leave requested/taken in previous academic years for a similar purpose

- whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- have alternative care arrangements been considered to limit the time away from school
- impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN

6. Examples of circumstances NOT considered as Exceptional

- **Holidays** taken in term time, or any event that can be scheduled **outside of term time**
- Absences to **visit family members** if they could be scheduled for holiday periods or outside school hours.
- Holidays **abroad for the purpose of visiting a sick relative or attending a wedding**, excepting where that person is seriously ill. Medical evidence may be requested.
- **Absence will not be authorised for reasons such as:** To care for other family members; Birthdays; No school uniform/shoes; Bullying; Friendship problems; Family Anniversaries; Death of a pet; Travel problems; School refusal

7. Valid reasons for authorised absence include:

- **Illness and medical/dental appointments**
- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a Local Authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Religious observance** – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. Time granted would be for the religious observance and travelling time and intended for one off situations rather than regular or recurring events.
- **If a parent is Service Personnel** and is returning from active service in a conflict zone, where it can be supported with evidence from the unit officer that the individual will not be in receipt of any leave in the near future that coincides with school holidays within the next 6 months.
- If the family have recently experienced a **trauma or crisis**
- Time to visit **seriously ill relatives from immediate family**
- A **Housing crisis** that prevents attendance
- **A wedding of an immediate family member** - time for the wedding service, plus reasonable travelling time, not extended leave, where an invitation has been provided as evidence
- **Graduation/Passing out parade of an immediate family member** – time for the service, plus reasonable travelling time, not extended leave, where an invitation has been provided as evidence
- The **death and funeral** of a close relative – time for the funeral service, plus reasonable travelling time, not extended leave.

- **Out of school programmes** such as music, arts or sport operating at a high standard of achievement such as County level or above. Documentary evidence of this event will be required from the arts/sports regional governing body.
8. 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. However headteachers may choose to liaise with each other as part of their decision-making process.
 9. Should the school decide to grant leave of absence, 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 of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
 10. Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised. This action may be subject to a Penalty Notice fine of £160 per parent* per child. This fine will decrease to £80 if paid within 21 days. A second offence penalty notice within 3 years is also £160 but without reduction for early payment. The third or subsequent time an offence is committed for unauthorised absence a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.
 11. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.

September 2025							October 2025							November 2025					
M		1	8	15	22	29	M		6	13	20	27		M		3	10	17	24
Tu		2	9	16	23	30	Tu		7	14	21	28		Tu		4	11	18	25
W		3	10	17	24		W	1	8	15	22	29		W		5	12	19	26
Th		4	11	18	25		Th	2	9	16	23	30		Th		6	13	20	27
F		5	12	19	26		F	3	10	17	24	31		F		7	14	21	28
Sa		6	13	20	27		Sa	4	11	18	25			Sa	1	8	15	22	29
Su		7	14	21	28		Su	5	12	19	26			Su	2	9	16	23	30

December 2025							January 2026							February 2026						
M		1	8	15	22	29	M		5	12	19	26		M		2	9	16	23	
Tu		2	9	16	23	30	Tu		6	13	20	27		Tu		3	10	17	24	
W		3	10	17	24	31	W		7	14	21	28		W		4	11	18	25	
Th		4	11	18	25		Th	1	8	15	22	29		Th		5	12	19	26	
F		5	12	19	26		F	2	9	16	23	30		F		6	13	20	27	
Sa		6	13	20	27		Sa	3	10	17	24	31		Sa		7	14	21	28	
Su		7	14	21	28		Su	4	11	18	25			Su	1	8	15	22		

March 2026							April 2026							May 2026						
M		2	9	16	23	30	M		6	13	20	27		M		4	11	18	25	
Tu		3	10	17	24	31	Tu		7	14	21	28		Tu		5	12	19	26	
W		4	11	18	25		W	1	8	15	22	29		W		6	13	20	27	
Th		5	12	19	26		Th	2	9	16	23	30		Th		7	14	21	28	
F		6	13	20	27		F	3	10	17	24			F	1	8	15	22	29	
Sa		7	14	21	28		Sa	4	11	18	25			Sa	2	9	16	23	30	
Su	1	8	15	22	29		Su	5	12	19	26			Su	3	10	17	24	31	

June 2026							July 2026							August 2026						
M		1	8	15	22	29	M		6	13	20	27		M		3	10	17	24	31
Tu		2	9	16	23	30	Tu		7	14	21	28		Tu		4	11	18	25	
W		3	10	17	24		W	1	8	15	22	29		W		5	12	19	26	
Th		4	11	18	25		Th	2	9	16	23	30		Th		6	13	20	27	
F		5	12	19	26		F	3	10	17	24	31		F		7	14	21	28	
Sa		6	13	20	27		Sa	4	11	18	25			Sa	1	8	15	22	29	
Su		7	14	21	28		Su	5	12	19	26			Su	2	9	16	23	30	

key:

	School Holiday
	Bank holiday
	Term Time

Academy, Free Schools, Foundation & Voluntary Aided schools can set their own term dates and may differ from ours. Please check with the individual schools for their term dates.

5 days are also available for professional training day closures during term time, set by the Headteacher and Governors of each school.

Term dates summary:		
Term 1	01 September to 22 October 2025	38 days
Term 2	03 November to 19 December 2025	35 days
Term 3	05 January to 13 February 2026	30 days
Term 4	23 February to 27 March 2026	25 days
Term 5	13 April to 22 May 2026	29 days
Term 6	01 June to 22 July 2026	38 days
TOTAL		195 Days

TD Days 2025
Monday 1st September 2025
Tuesday 21st October 2025
Wednesday 22nd October 2025
Friday 28th November 2025

Bank and Public Holidays 2025/2026	
Christmas Day Holiday	Thurs 25th December 2025
Boxing Day Holiday	Fri 26th December 2025
New Years Holiday	Thurs 1st January 2026
Good Friday	Fri 03rd April 2026
Easter Monday	Mon 06th April 2026
May Day Holiday	Mon 04th May 2026
Spring Bank Holiday	Mon 25th May 2026
Summer Bank Holiday	Mon 31st August 2026

TD Day 2026
Monday 1st June 2026

LEAVE OF ABSENCE REQUEST FORM



Taking your child out of school during term time may harm your child's academic progress.

The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Please read The Stonehenge School's 'Guidance for parents on authorised absence from school'

Name of Child(ren):		Tutor Group(s):	
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Date of First Day of Absence:		Date of Return from Absence:	
Date of Return to School:		Number of School Days requested:	
Known siblings and school(s) attending:			

Explain how you have limited the amount of time the child(ren) would be absent from school:	
Have you explored alternative care arrangements to limit time away from school?	
Exceptional Circumstances (reason) for Leave of Absence during term time: 1. <i>Medical appointment</i> 2. <i>Regulated performance/employment abroad</i> 3. <i>Interview at college/employer</i> 4. <i>Religious observance</i> 5. <i>Services Personnel</i> 6. <i>Trauma or crisis</i> 7. <i>Seriously ill relative</i> 8. <i>Housing crisis</i> 9. <i>Wedding – immediate family</i> 10. <i>Graduation/Passing out</i> 11. <i>Death and Funeral</i> 12. <i>Out of school programme</i>	Which number from the list provided does this relate to: ____ Outline the event:

Parent/Guardian Signature: _____ Date: _____

For school use:

Overall Attendance %	Request authorised -	Date:
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Wiltshire Council



PUPIL LEAVE OF ABSENCE IN TERM TIME AND UNAUTHORISED ABSENCE

Important notice to all parents and carers

With effect from 19 August 2024 Wiltshire Council may issue penalty notices for unauthorised absence from school. This includes unauthorised absence as a result of a holiday taken in term-time. If a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period the school may issue you with a Notice to Improve School Attendance*. If your child's attendance does not improve the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.

A penalty notice of £160 will apply to be paid within 28 days. This will be reduced to £80 if paid within 21 days. *(a parent will receive a penalty notice for each of their children)*

If a further penalty notice should be issued in relation to the same child within 3 years of the first penalty notice this will be in the sum of £160 to be paid within 28 days. *(a parent will receive a penalty notice for each of their children)*

If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates' court for the unauthorised absence.

***NB: A Notice to Improve School Attendance will not be issued where the unauthorised absence is due to a holiday in term-time**