

## **Leave of Absence Requests for Term-Time Holidays**

To comply with the Education Regulations (2013), the school cannot authorise requests for term-time holidays. If there are 'explicit and exceptional circumstances' for a request these need to be submitted in writing/by email to the headteacher at least 4 weeks before the proposed absence.

Derby City Council have defined 'explicit and exceptional circumstances' as:-

- the death of a close relative
- significant family illness
- involvement in court proceedings.

The Education Regulations (2013) only apply to pupils from Year 1 onwards. They do not apply to Reception and Nursery pupils and the school's existing policy of granting 5 days leave of absence in any one academic year remains for these pupils, providing that their attendance at the time of the request is at least 96%. Requests for such absence still need to be submitted in writing/by email to the Headteacher at least 4 weeks before the proposed absence.

Any absence not authorised by the school is recorded as 'unauthorised absence'. Education Welfare Officers from Derby City Council visit our school to scrutinise our attendance registers with a focus upon unauthorised absence. Should you decide to take unauthorised holidays during term-time holiday the Education Welfare Department of Derby City Council may contact you and/or may issue you with Penalty Notices.