

Minerva Learning Trust Term Time Leave Request

You may be aware that all school and Local Authorities have been issued with guidance from the government to restrict the amount of term time leave absence for students. Minerva Learning Trust has updated its attendance policy in line with these changes.

The updated government guidance states that no school will grant any notification for leave during term time unless there are exceptional circumstances. Holidays taken during term time will therefore not be authorised. Any parent/carer planning to take their child on a holiday during term time, are asked to still complete the term time leave request form found overleaf.

The policy allows the Local Authority to consider legal action in the case of any instance of unauthorised absence from school. Section 444 of the 1996 Education Act states that all parents have a legal obligation to ensure that their children attend school regularly. Taking unauthorised term time holidays and/or persistent absence may make parents/carers liable for a Penalty Notice (which is a fine). Details of the fines, which will be processed by the relevant Local Authority, can be found below:

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.