



Neville's Cross Primary School and Nursery

Relly Path, Neville's Cross, Durham, DH1 4JG

Tel: (0191) 3842249

Head Teacher: Mrs R Brannan

nevillescros@durhamlearning.net

www.nevillescros.durham.sch.uk



September 2022

Dear Parents

Leave of Absence during Term Time

Head Teachers are not able to grant any leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from the school office or found on our website. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional' following the submission of your application, you will be notified as soon as possible of the School's decision.

Parent/carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take your child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed/authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution. A fixed penalty notice will be issued to *each person with parental responsibility* for the child/children who is deemed liable for the offence/offences. The 'Frequently Asked Questions' page attached to the back of the application form explains the circumstances where enforcement action may be taken more fully.

Thank you.

Yours sincerely

Mrs R Brannan
Head Teacher

