



Chapel-en-le-Frith C of E VC Primary School

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Acting Headteacher & SENDCO: Sue Hutchins

September 2026

Dear Parents/Carers

Please read information below regarding leave of absence requests. Term dates can be viewed on our website, click on link below:

<https://www.cps.derbyshire.sch.uk/wp-content/uploads/2026/07/Term-Dates-2026-2028.pdf>

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools. As a school, we work incredibly hard to support all children and their families to ensure that all children have good attendance.

In August 2024, The School Attendance (Pupil Registration) (England) Regulations 2024 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a Leave of Absence Request Form, available from the school office, and handed in two school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school. The reason for the request should be given in detail. I am unable to approve requests for leave of absence for reasons that are not considered to be exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Absences will not be granted retrospectively.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

If unpaid, the penalty fine could lead to prosecution under section 444(1) of The Education Act 1996. The penalty fine is currently £160 per parent, per child. Please note it can take up to six months from the last day of the unauthorised holiday for the local authority to issue a penalty notice.

If your child has a medical or dental appointment during the school day you will need to provide proof of the appointment with their hospital letter, appointment card/text message. If you do not provide this evidence the absence cannot be authorised. Unauthorised absences will affect your child's overall attendance. Failure to attend school on a regular basis may result in a penalty notice being issued.

Thank you for your support and understanding.

Yours sincerely

Sue Hutchins
Acting Headteacher& SENDCO