

# Are you thinking of taking your child out of school in term time?

Information for Parents - Read this leaflet



## Thinking of taking your child out of school in term time?

New legislation introduced in September 2013 stated that Headteachers could no longer authorise 10 days holiday during term time.

Leave of absence during term time, can now only be authorised by the Headteacher/Principal if they are satisfied, that there are exceptional circumstances that warrants the granting of leave.

If the Headteacher/Principal, does not authorise the leave of absence but the children are absent during the requested time, parents may receive a penalty notice (fine).

## How do I make a request for leave of absence in term time?

1. You need to complete a leave of absence request form, which is attached at the back of this leaflet, at least four weeks before the start of the holiday. This form is also available to download from [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)
2. The completed form must then be sent to the school for approval.
3. The school will then write to you within seven school working days to confirm/decline the request.



## What will happen if my request is refused but I still take the leave of absence?

Your school will notify the delegated local authority officer who will issue a penalty notice to you if 5 days or more have been taken.

A penalty notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post.

If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice.

*Once issued a penalty notice may only be withdrawn in the following circumstances:*

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed.

This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

Prosecutions are brought under S444 of the Education Act 1996.

Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.



**If you need more information please contact your local  
5-18 Early Help Service and ask to speak to an  
Education Welfare Officer.**

*Locality:* **East Park and Bilston North**

*Phone:* 01902 550038

*Based at:* Middleway Green Office, Middleway Green, Stowlawn,  
Wolverhampton, WV14 6DJ

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*Locality:* **Bilston East and Ettingshall**

*Phone:* 01902 559798

*Based at:* South Wolverhampton and Bilston Academy, Dudley Street,  
Bilston, Wolverhampton, WV14 0LN

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*Locality:* **Blakenhall, Spring Vale and All Saints**

*Phone:* 01902 550670

*Based at:* Graisle Centre, Pool Street, Blackenhall, WV2 4NE.

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*Locality:* **Penn, Merry Hill and Pennfields**

*Phone:* 01902 557935

*Based at:* Warstones Primary School, Warstones Road, Penn,  
Wolverhampton, WV4 4LU.

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*Locality:* **Tettenhall, Whitmore Reans and Dunstall**

*Phone:* 01902 550609

*Based at:* Valley Park Campus, Cromer Gardens, Wolverhampton, WV6 0TD.

*Locality:* **Bushbury, Oxley and Pendeford**

*Phone:* 01902 556010

*Based at:* Priory Green Office, Whitburn Avenue, Pendeford,  
Wolverhampton, WV9 5NJ.

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*Locality:* **Low Hill and Scotlands**

*Phone:* 01902 555927

*Based at:* 1 Fourth Avenue, Low Hill, Wolverhampton, WV10 9LZ.

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*Locality:* **Wednesfield, Heathfield Park and Ashmore Park**

*Phone:* 01902 555987

*Based at:* Alfred Squire Road, Wednesfield, Wolverhampton, WV11 1XU.



**Please complete the request form opposite and return to your school for approval.**



# Leave of Absence *(Holiday in Term Time)* Request Form

## Child/Young Person Details

Full name:

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Date of birth:

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School name:

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## Parent/Carers Details

Full name:

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Relationship:

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Address:

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Postcode:

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Date of birth:

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Full name:

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Relationship:

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Address:

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Postcode:

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Date of birth:

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## About the request for your child/young person's absence from School

Please state the reason for taking your child/young person out of school:

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Length of absence: *(school days)*

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From: *(Date)*

To: *(Date)*

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.....  
Parent/guardian's signature:

*(Parent who lives with child or has day to day care of the child)*

.....  
Date:



If you require this information in an alternative language or format (for example large print, braille or audio tape) please contact City Direct on 01902 551155

ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿੱਚ ਬਦਲਣਾ ਚਾਹੁੰਦੇ (ਜਿਵੇਂ ਪ੍ਰਿੰਟ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ ਜਾਂ ਆਡੀਉ ਟੇਪ ਵਿੱਚ) ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ City Direct ਦੇ ਨੰਬਰ 01902 551155 'ਤੇ ਸੰਪਰਕ ਕਰੋ ਜੀ।

Jesli potrzebujecie Panstwo tych informacji w innym jezyku lub formacie (na przyklad chcielibyscie je otrzymac w pismie punktowym dla niewidomych, lub jako tekst duzym drukiem) prosimy o kontakt City Direct pod numerem 01902 551155

تگەر ئەم مەلوماکانەت بە ویانێکی تر یان بە شوێهێکی تر ( خەتی گەورە یان خەتی بزمازی یان بە دەنگ) دەوێت تکتایە پەڕهێندی بکە بە «سێ دایرکتۆه» بەم ژمارە تەلەفۆنە 01902 551155 . . . . . 01902 551155

如需此資訊 . . . . . 01902 551155

જો તમને આ માહિતી બીજી કોઈ અન્ય ભાષામાં અથવા બંધારણમાં જ 70 થી 100 થીય તો (ઉદાહરણ તરીકે મોટા પ્રિન્ટ, બ્રેઇલ અથવા બોલતી કસેટ) મહેરબાની કરી સીટી ડાયરેક્ટને 01902 551155 પર સંપર્ક કરશો.

اگر آپ کو یہ معلومات کسی اور زبان یا (بیل سٹی) پر برائے جریڈی سٹی ڈائریکٹ سے اس نمبر پر رابطہ کریں 01902 551155

"Jei jums reikia šios informacijos kita kalba arba formatu (pvz., dideliu šriftu, Brailio raštu arba garso juosta), prašome susisiekti su City Direct telefono numeriu 01902 551155

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Kana nuohida naha urwa narumwa rufim] kana manyororwa matwaa kana kuhiziwa nishwa nura; [muyara mahembe, kana manyororwa emagofu, kana matwi akatopwa] tapita ridzayi runzwe rwunoni 01902 551155 kuCity Direct

Stay connected to the things that interest you – sign up for council email updates! Follow the QR code or contact [mycouncil@wolverhampton.gov.uk](mailto:mycouncil@wolverhampton.gov.uk)