



**MALCOLM ARNOLD**  
PREPARATORY SCHOOL  
*Broadening Horizons*

Dear parent/carer,

**Advice around using the form to request leave of absence for your child:**

For all funerals or weddings, or other circumstances in which you wish to request authorised leave for your child, please complete the attached form and return to the school office.

**Advice around requesting leave of absence during term time/holidays:**

We have received the following updated information from the Local Authority stating that the Department for Education has announced important amendments to the legislation surrounding absence during term time.

Since the 1<sup>st</sup> September 2013, the new law gives **NO entitlement to parents to take their child out of school for a holiday during term time**. Any application for leave must only be in exceptional circumstances and the school must be satisfied that the circumstances are exceptional and thus, warrant the granting of leave. **Malcolm Arnold Prep. School is not expected to class any term time holiday as exceptional.**

Parents can be fined by the local authority for taking their child on holiday during term time without the consent of the school.

This is as follows:

- **A fixed penalty notice of £60.00 would be issued to each parent for each child i.e. a 2 parent family with 2 children = £240.00**
  - **The following would also apply: £60.00 if paid within 21 days of receipt of the notice, rising to £120.00 if paid after 21 days but within 28 days of receipt.**

In the academic year 2012, 9.7% of all absences in England were due to the parents taking their children out of school during term time.

**Malcolm Arnold Prep. School operates a strict policy around absences during term time and any parent considering withdrawing their child from the academy for a fixed period of time should fill in the attached form and return to the school office.**

Should you wish to discuss this further, or have any questions please do not hesitate to contact the school office in the first instance.