

September 2022

If you need assistance in reading this letter, please contact the school office.

إذا كنت تحتاج مساعدة في قراءة هذه الرسالة، فضلاً اتصل بمكتب المدرسة  
Hadaad u baahan tahay in lagu akhriyo warqadan la soo xidhiidh  
iskuulka xafiiskiisa.

اگر اس خط کو پڑھنے میں مدد کی ضرورت ہو تو اسکول سے رجوع کریں

Ak potrebujeete pomoc s prečítaním tohto listu prosím kontaktujte školský úrad.

Dear Parents/Carers

### EXCEPTIONAL LEAVE DURING TERM TIME

Legally there is no entitlement for parents to take their child out of school during term time and family holidays should be taken during school holiday periods. The local authority guidance states that “**no school will grant any request for leave during term time unless there are exceptional circumstances**”.

The head teacher will only consider applications from students with attendance records of 95% or over and must be satisfied that the circumstances warrant the granting of leave. We aim to contact you within 7 working days if your request have been **authorised**, please note if your request is unauthorised we will not contact you this is due to the high level of requests we receive.

Any leave taken unauthorised by school will count against your child’s attendance and you will be liable for a Penalty Notice Fine of £60 per parent if paid within 21 days or £120 per parent if paid after 21 days. If the fine remains unpaid this may result in prosecution and additional court fees may apply.

Any child absent from school for 20 days or more will be removed from school roll and reported to the Sheffield Local Authority Children Missing in Education department. You will have to follow the Sheffield Local Authority standard admissions procedures to apply to the school for a place. There is no guarantee that places will be available at the time of your application in your child’s year group.

The Fir Vale family of schools is committed to raising the profile of attendance and its link to achievement. We would like to thank all those parents who continue to work with the school in ensuring that their children attend school on time, every day.

Yours faithfully



Mrs R Smith  
Head teacher



Owler Lane, Sheffield S4 8GB

Tel: (0114) 243 9391

Fax: (0114) 261 1640

Email: [enquiries@firvale.com](mailto:enquiries@firvale.com)

Website: [www.firvale.com](http://www.firvale.com)

Headteacher: Mrs R Smith

## Notification of Term Time Leave (one form per child)

Before completing this form please ensure you have understood the schools policy for term time leave

<b>Name of Pupil:</b>  <b>Year:</b>  <b>Form:</b>  <b>Siblings in this or other schools: (name, dob, name of school)</b>	<b>Name of Parent/Carer 1:</b>  <b>DoB of Parent/Carer 1:</b>  <b>Telephone Number:</b>  <b>Email:</b>  <b>Name of Parent/Carer 2:</b>  <b>DoB of Parent/Carer 2:</b>  <b>Telephone Number:</b>  <b>Email:</b>	
<b>Number of days of requested leave:</b>  <b>First date of absence:</b> <span style="float: right;"><b>Date returning to school:</b></span>		
<p><b>Notification for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance.</b></p> <p><b>Reason for leave:</b></p> <p><b>Do you consider there to be exceptional circumstances?</b></p> <p><b>Yes</b> <input type="checkbox"/> <b>Please attach additional information/evidence to support your request.</b></p> <p><b>No</b> <input type="checkbox"/></p> <p><b>Where will you be staying during the leave period?</b></p> <p><b>Please provide the full address and emergency contact details below.</b></p>		
<ul style="list-style-type: none"> <li>I confirm that the information on this form is true.</li> <li>I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.</li> <li>I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school.</li> <li><b>I am aware that I may be fined and /or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</b></li> </ul>		
<b>Signed by Parent/Carer</b>	<b>Print name &amp; relationship to child</b>	<b>Date:</b>
<b>For school use only</b>	<b>Date request received</b>	
<p><b>Has the notification been considered by the Headteacher? Y/N</b></p> <p><b>Number of school days authorised ..... Number of days unauthorised .....</b></p> <p><b>Date of decision letter sent to parent/carer: (only if absence has been authorised):</b></p>		
<p><b>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to CILS along with Pupil student attendance register.</b></p>		
<b>Name of school: Fir Vale School</b>	<b>Headteacher's signature:</b>	<b>Date:</b>