



Bents Green School

Co Headteachers:

Aileen Hosty & Laura Rzepinski

Chair of Governors:

Laura Gillespie

Email:

enquiries@bentsgreen.sheffield.sch.uk

Website:

www.bentsgreenschool.co.uk

2025

Dear Parent/Carer

LEAVE IN TERM TIME

As I am sure you appreciate, regular school attendance is essential if students are to maximise their educational opportunities. The Local Authority and Bents Green School has a responsibility to provide the best education possible but we can only do this if students attend regularly. Taking time out of school for holidays can be disruptive; it can also be difficult to catch up on work missed.

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Following receipt of your Leave in Term Time request, Head teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a head teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Only if leave is granted, will you receive a letter of confirmation.

Parents can be fined for taking unauthorised leave during term time without consent from the school.

Under section 444 of the 1996 Education Act you have a legal obligation to ensure that your child attends school regularly. If parents/carers take their children out of school during term time for 5 or more consecutive school days (spanning over school holiday periods or weekends, would constitute consecutive school days) and this is not authorised by the School, they can be issued with a Fixed Penalty Notice of £120 if paid within 28 days. The fine will be reduced to £60 if paid within 21 days. Each parent/carer can be issued with a notice, one per parent per family, i.e. one fine per parent/carer per family, regardless of the number of children in the family.

Bents Green School is committed to raising the profile of attendance and its link to achievement. It is important therefore that you work with us by ensuring that your son/daughter attends school on time, every day and by not taking your son/daughter out of school for holidays during term time.

Thank you for your support in this matter.

Yours sincerely

Aileen Hosty and Laura Rzepinski
Co-Headteachers

Ringinglow Site Ringinglow Road, Sheffield, S11 7TB Tel: 0114 2363545	Gleadless Site Hollinsend Road, Sheffield, S12 2EJ Tel: 0114 2357028	Enterprise Works P16 300 Meadowhall Way, Sheffield, S9 1EA Tel: 01709 257277	Westfield Hub Eckington Road, Sheffield, S20 1HQ Tel: 0114 2479374
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Request for Term Time Leave Application Form

Name of Pupil		Name of Parents or Carers	
Siblings in this or other schools (name, DoB)		Telephone Number	
Dates of request		Email	
From	To		
Why are you requesting leave of absence during term time?			
What steps have you taken to minimise the impact of the leave on your child's learning?			
Where will you be staying during the leave period? Please provide the full address.			
Emergency Contact Details (UK and Abroad)- name, telephone number & relationship			
UK:			
Abroad:			
<ul style="list-style-type: none"> I confirm that the information on this form is true 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 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 			
Signed by parent/carer	Print name & relationship to child	Date	
For school use only	Date request received	/	/
Has the request been considered by the Headteacher?			
Has the request been discussed with the parent/carer (where appropriate)? Date:			
No of school days Requested: No of days Authorised: No of days Unauthorised:			
Date of decision letter sent to parent/carer:			
If unauthorised leave is taken and this case complies with Penalty Notice criteria (attendance level below 90% with at least 20% of the absense being unauthorised,) please forward to MAST along with Pupil/student attendance register			
Headteacher's signature			Date

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