

For further information please contact:

The Legal Liaison Officer  
Services for Young People  
Area Office  
George Lane  
Bredbury  
Stockport  
SK6 1DJ

Telephone 0161 218 1106  
Fax 0161 218 1170

A free interpreting service is available, if you need help with this information.  
Please telephone Stockport Interpreting Unit on 0161 477 9000.  
Email: eds.admin@stockport.gov.uk

如果你需要他人為你解釋這份資料的內容，我們可以提供免費的傳譯服務，  
請致電 0161 477 9000 史托波特傳譯部。

W przypadku gdybyś potrzebował pomocy odnośnie tej informacji,  
dostępne są usługi tłumaczeniowe. Prosimy dzwonić do Interpreting  
Unit pod numer 0161 477 9000.

যদি এই খবরগুলি সম্পর্কে আপনার কোন সাহায্য দরকার হয় তবে বিনা খরচে আপনার জন্য দোভাষীর ব্যবস্থা করা হতে  
পারে। মেহেরবানী করে স্টকপোর্ট ইন্টারপ্রিটিং ইউনিটে ফোন করুন টেলিফোন নম্বর, 0161 477 9000.

اگر آپ کو این معلومات کے بارے میں مدد کی ضرورت ہے تو مفت ترجمانی کی سروس دستیاب ہے۔ براہ مہربانی انٹر پرائیٹنگ یونٹ کو  
0161 477 9000 پر فون کریں۔

خدمات مترجمی رایگان موجود است اگر جهت این اطلاعات احتیاج به کمک داشتید

با شماره تلفن اداره ترجمه استاکپورت تماس بگیرید 01614779000

تنوفر خدمة ترجمة شفوية اذا تطلبت مساعدة في فهم هذا المعلومات. نرجو الاتصال اربن رينيول على رقم  
الهاتف: 0161 477 9000



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# Leave of Absence

## A Guide for Parents and Carers

**Services for Young People**  
July 2013

## Introduction

This leaflet gives advice to parents and carers of school age children about requesting leave of absence to enable them to remove their child from school for a period of time.

It is well known that missing school for any reason can cause a child to fall behind in their learning. Sometimes children also find it difficult to settle back into school after a break.

In the longer term, evidence shows that reduced levels of attendance are likely to affect the progress of any child, whatever their needs or ability, and can also result in lower levels of qualifications being achieved.

Stockport Council is committed to raising the levels of achievement for all children and young people and to ensuring that all children get the maximum benefit from their time at school.

For these reasons, the Council strongly encourages parents to take holidays with their children during the school holidays, rather than during term time. Leave of absence for any reason should only be requested in the most exceptional circumstances.

### What does the law say?

It is sometimes thought that parents have a right to take children out of school for up to ten days a year for the purpose of taking holidays. This is in fact a myth, and **there never has been a right to remove children from school for the purpose of a holiday** at all.

In 2013 the Government took further steps to discourage holidays in term time. It passed legislation abolishing the right of schools to authorise up to ten days a year specifically for holidays if special circumstances exist.

This means that from September 2013 leave of absence for any reason — including for holidays — can only be granted if the school is satisfied that exceptional circumstances exist.

Even then, schools may still refuse to give permission — for example, if your child has a poor attendance record, or if the holiday is at a particularly important time, such as in the run up to exams or at the start of a new school year.

### What should I do if I wish to request leave of absence?

You should contact your child's school to find out how to make a request for permission. **We would strongly recommend that you do this before planning any leave of absence.**

### Who should make the request?

The request should be made by the parent or carer with whom the child lives. This is the case even where it is another person who wishes to take the child out of school.

### What happens if my child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences and this may result in fixed penalty fines of £60 (rising to £120) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.