

# Leave of Absence Requests (Term Time)

In line with Government guidance, we are unable to authorise any term time absence, unless our view is that there are exceptional circumstances and evidence of these circumstances are provided.

If you are considering a term time holiday for your child, we advise that you speak to our Attendance Officer, Miss Johnson, in advance of you booking. If you have already booked a holiday and need to request time off for your child, please complete a leave of absence form which is available from the school office.

This must be completed at least 2 weeks prior to travel.

## Penalty Notices

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days **OR** 4 days where the absence immediately precedes a school closure day or any form of absence **OR** for fewer days where this has happened before.

Penalty Notices are paid to the Local Authority, not the school.

## Leave of absence lasting 20 or more consecutive days

If a child has an unauthorised absence lasting 20 or more consecutive days, a Penalty Notice is unlikely to be issued and the matter is likely to proceed directly to the Magistrates' Court for action instead. This could also result in your child losing their place at ARH Primary School.



For any attendance queries, please contact our  
Attendance Officer, Miss Johnson -  
[kjohnson3@aldermanrichardhallam.leicester.sch.uk](mailto:kjohnson3@aldermanrichardhallam.leicester.sch.uk)