Term Time Absence Requests
Frequently Asked Questions

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1 Can I take my child out of school for a holiday during term time?

No. Schools are not legally allowed to authorise absences for the purpose of a term time holiday.

This includes holidays taken for financial or convenience reasons, such as cheaper travel or parental work patterns.

2 Who decides whether an absence can be authorised?

Only the Headteacher can decide whether an absence can be authorised, and this decision must be made in line with national law and local authority guidance.

3 What are 'exceptional circumstances'?

Exceptional circumstances are rare, unavoidable situations that are out of the ordinary and could not reasonably be arranged outside of school term time.

Every request is considered individually, and there is no automatic entitlement to time off, even if supporting evidence is provided.

4 What types of situations might be considered exceptional?

Examples of situations that may be considered (with appropriate evidence) include:

- A bereavement or attendance at the funeral of a close family member
- A serious family crisis, such as a housing or safeguarding emergency
- Medical or health-related needs, where a health professional advises time away from school
- Armed Forces leave, where leave dates cannot be changed
- Specific circumstances involving Looked After Children

Please note that this list is not exhaustive and does not guarantee approval.

5 What situations are not considered exceptional?

Examples that cannot be authorised include:

- Family holidays
- Weddings, birthdays or family celebrations
- Cheaper travel or accommodation outside school holidays
- Parents' work commitments or shift patterns

These reasons are not classed as exceptional under the law.

6 How do I request an absence for exceptional circumstances?

You must:

- Complete the relevant absence request form
- Return it to the school at **least 5 working days** before the absence
- Provide supporting documents at the time of submission

Requests without supporting evidence will be recorded as unauthorised.

7 What if I take my child out of school without authorisation?

- The absence will be recorded as unauthorised on your child's attendance record.
- You may receive a **Penalty Notice** or face further legal action from the Local Authority.

8 Do I still need to tell the school if the absence won't be authorised?

Yes. If you choose to take your child out of school, you must email the details in advance to:

office@croxbyprimary.co.uk

so the absence can be recorded correctly.

9 Where can I find more information?

Full information about attendance, term time holidays and authorised absences can be found:

- On our school website
- On the East Riding of Yorkshire Council website:

https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/

Good attendance supports your child's learning and success – thank you for your support!