



WHY LEAVE OF ABSENCE IN TERM TIME IS NOT AUTHORISED BY SCHOOLS (including Groby Community College)

New government guidelines, which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of 'exceptional circumstances' and we are therefore unable to grant leave of absence for your family holiday request.

If a student has absences recorded as a result of an unauthorised absence, Leicestershire County Council will be advised of this matter and will be requested to issue Penalty Notices in line with their policy (see below).

Guidance issued by the local authority:

"The parent(s) of any child who has absences recorded as a result of an unauthorised family holiday will each be fined £60 which must be paid within a 21 day period. Failure to pay the fine(s) within this timescale, will result in the fines being doubled to £120 which will need to be paid within 28 days of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under section 444 of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000."

It is hoped that you will take serious consideration of the information outlined above and reconsider your plans to take a family holiday during school term-time.

Notification of Unauthorised Student Leave of Absence* in Term Time

Student Name: _____ Tutor Group: _____ Year: __

I am aware that leave of absence* **will not be authorised**, however, I wish to notify you of the days to be missed:

Date of First Day of Absence _____ Date of Return to College _____

Total Number of School Days Missed __ __ (excl. weekends)

Name of parent/carer taking the student on holiday: _____

Parent/Carer Signature _____ Date _____

***Please submit an accompanying letter if you consider
the absence due to exceptional circumstances**

PLEASE HAND THIS FORM IN TO RECEPTION ONCE COMPLETED

ACADEMIC YEAR 2014-15

AUTUMN TERM

	(76 school days)
Open	Thursday 28 August 2014
Teacher Day	Friday 17 October 2014 (Students do not attend on this day)
Mid-Term Break	Monday 20 to Friday 24 October 2014
Close	Friday 19 December 2014

SPRING TERM

	(55 school days)
Open	Monday 5 January 2015
Mid-Term Break	Monday 16 February to Friday 20 February 2015
Close	Friday 27 March 2015

SUMMER TERM

	(59 school days)
Open	Monday 13 April 2015
May Day	Monday 4 May 2015
Mid-Term Break	Monday 25 May to Friday 29 May 2015
Close	Friday 10 July 2015

ACADEMIC YEAR 2015-16

AUTUMN TERM

	(75 school days)
Open	Thursday 27 August 2015
Teacher Day	Friday 16 October 2015 (Students do not attend on this day)
Mid-Term Break	Monday 19 to Friday 23 October 2015
Close	Friday 18 December 2015

SPRING TERM

	(54 school days)
Open	Monday 4 January 2016
Mid-Term Break	Monday 15 February to Friday 19 February 2016
Close	Thursday 24 March 2016 (Good Friday = Friday 25 March)

SUMMER TERM

	(64 school days)
Open	Monday 11 April 2016
May Day	Monday 2 May 2016
Mid-Term Break	Monday 30 May to Friday 3 June 2016
Close	Friday 15 July 2016