



This information is produced by Wolverhampton City Council.  
It can be made available on request in braille,  
large print or audio format.  
If English is not your first language we can arrange  
for an interpreter to explain it to you.

Information for Parents  
**Are you thinking of  
taking your child out  
of school in term time?**

*Read this leaflet*

Civic Centre, St Peter's Square,  
Wolverhampton  
WV1 1RR  
[www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)



WCC 846 05/13



### Thinking of taking your child out of school in term time?

New legislation introduced in September 2013 states that any application for holiday (this is now called leave of absence) must be in exceptional circumstances and must be approved by the Headteacher/Principal in advance of the leave being taken. The Headteacher/Principal must be satisfied that the circumstances warrant the granting of leave.

The current law does not allow parents to take their child(ren) out of school during term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.

### How do I make a request for leave of absence (holiday in school term time)?

1. You need to complete a leave of absence request form, which is attached at the back of this leaflet, at least four weeks before the start of the holiday. This form is also available to download from [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)
2. The completed form must then be sent to the school for approval.
3. The school will then write to you within seven school working days to confirm/decline the request.

### What will happen if my request is refused but I still take the leave of absence?

Your school will notify the delegated local authority officer who will issue a penalty notice to you.

A penalty notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post.

If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice.

Once issued a penalty notice may only be withdrawn in the following circumstances:

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed.

This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

Prosecutions are brought under S440 of the Education Act 1996.

**Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.**



**If you need more information please contact your local Multi Agency Support Team and ask to speak to an Education Welfare Officer.**

---

**MAST 1:** East Park and Bilston North

*Phone:* 01902 550038

*e-mail:* mast.1@wolverhampton.gov.uk

*Based at:* Deansfield Community High School, Deans Road, Wolverhampton, WV1 2BH.

---

**MAST 2:** Bilston East and Ettingshall

*Phone:* 01902 558794

*e-mail:* mast.2@wolverhampton.gov.uk

*Based at:* South Wolverhampton and Bilston Academy, Prosser Street, Bilston Wolverhampton, WV14 0QD

---

**MAST 3:** Blakenhall, Spring Vale and All Saints

*Phone:* 01902 550670

*e-mail:* mast.3@wolverhampton.gov.uk

*Based at:* Graisleys Centre, Pool Street, Blackenhall, WV2 4NE.

---

**MAST 4:** Penn, Merry Hill and Pennfields

*Phone:* 01902 557935

*e-mail:* mast.4@wolverhampton.gov.uk

*Based at:* Warstones Primary School, Warstones Road, Penn, Wolverhampton, WV4 4LU.

---

**MAST 5:** Tettenhall, Whitmore Reans and Dunstall

*Phone:* 01902 550609

*e-mail:* mast.5@wolverhampton.gov.uk

*Based at:* Valley Park Campus, Cromer Gardens, Wolverhampton, WV6 0TD.

---

**MAST 6:** Bushbury, Oxley and Pendeford

*Phone:* 01902 556010

*e-mail:* mast.6@wolverhampton.gov.uk

*Based at:* Priory Green Office, Whitburn Avenue, Pendeford, Wolverhampton, WV9 5NJ.

---

**MAST 7:** Low Hill and Scotlands

*Phone:* 01902 555927

*e-mail:* mast.7@wolverhampton.gov.uk

*Based at:* Berrybrook Primary School, Green Acres Avenue, Wolverhampton, WV10 8NZ.

---

**MAST 8:** Wednesfield, Heathfield Park and Ashmore Park

*Phone:* 01902 555987

*e-mail:* mast.8@wolverhampton.gov.uk

*Based at:* Alfred Squire Road, Wednesfield, Wolverhampton, WV11 1XU.

---



### What to do when thinking about taking your child out of school in term time?

Parents do not have a right to take their child out of school during term time. By law you must ask permission for your child to miss school. If you don't, you risk being served with a penalty notice from the local authority.

**Please complete the request form opposite and return to your school for approval.**

## Holiday in Term Time Request Form *(Leave of Absence)*

### Child/Young Person Details

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

School name: \_\_\_\_\_

### Parent/Carers Details

Full name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Full name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### About the request for your child/young person's absence from School

Please state the reason for taking your child/young person out of school:

\_\_\_\_\_  
\_\_\_\_\_

Length of absence: *(school days)*

From: *(Date)*

To: *(Date)*

Parent/guardian's signature: \_\_\_\_\_

*(Parent who lives with child or has day care of the child)*

