



**Morville C of E Primary School,**  
Morville,  
Bridgnorth,  
Shropshire,  
WV16 4RJ

[www.morvilleprimaryschool.com](http://www.morvilleprimaryschool.com)

**T.** (01746) 714219

**F.** (01746) 714219

**E.** [admin@morville.shropshire.sch.uk](mailto:admin@morville.shropshire.sch.uk)

## Leave in Term Time

'Parents should apply to the Headteacher for any request for leave in term time by completing a request form available from school. (DfE guidance states schools should not authorise leave retrospectively).'

The Government has renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Each application will be considered and the Headteacher will determine the duration of any leave if it is agreed and authorised. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent or posted to the parents home address.

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.