

Leave of Absence in Term Time

The Government has made changes to the Education Regulations to the effect that Headteachers may not grant any leave of absence during term time unless there are very clear exceptional circumstances. Any holidays taken in term time will have to be recorded as an unauthorised absence. In addition the government has issued that parents who fail to ensure their child's regular attendance must be subjected to a fine.

Requests for Leave of Absence

1. Parents/Carers are required to put any request for any pre planned leave of absence in writing to Miss Hall Assistant Headteacher. All requests should be made at least four weeks before the period of absence
2. The school is unable to authorise any requests made after a period of absence has been taken
3. The school will not authorise absence;
 - Where the absence will result in the student's annual attendance rate falling below 95%
 - During preparation time for examinations and during examinations or key periods of assessments e.g. language orals, mock exams, art exams
4. The Headteacher may, in exceptional circumstances, agree to authorise a leave of pre-planned absence. A decision to authorise will be made taking account of the following:
 - Where there has been a bereavement or significant trauma within the family and a period of absence will be appropriate to support the student
 - Reasons for previous absences / attendance pattern
 - The length of time requested
 - The educational value of the proposed activity, if appropriate
 - Participation in an offsite activity e.g. sporting, musical or other performance
 - The student's ability to catch up with work missed
5. Exceptional circumstances does not include:
 - Family holidays in term time
 - Shopping (even for school clothes or shoes)
 - Day away from school for a Birthday
 - Trip to visit the theatre/exhibition/concert or festival
 - Attending football or other sports matches
 - Game shoots
 - Requests made for the last few days of a term/school year
6. Where the Assistant Headteacher feels exceptional circumstances may apply, this should be discussed with the Headteacher who will consider each application individually
7. The school will respond to any request in writing giving reasons for the decision and may include:
 - The agreed time for the leave of absence and the expected date of return
 - Notification that a fixed penalty may be issued if a parent/carer takes a student from school without the authorisation of the school or if the student is taken for a period of unauthorised leave of absence
 - Any arrangements needed to ensure key work is completed
8. If the parent/carer feels their application has not been considered fairly, they have the right to appeal. This should be made in writing and sent to the Chair of Governors. This should be completed before the leave of absence is due to be taken?