



Silverhill Primary School

Policy for - Leave of Absence (pupils)

Governance

Issue date

Review date

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January 2018

January 2019

Missing school for any reason can deprive your child of educational opportunities and hamper their progress at school. Children have a right to an education and, by denying children their rights, can have a long lasting effect on ensuring children meet their true potential. There is a strong correlation between good school attendance and academic achievement

Nationally Government Policy is insisting that schools minimise the amount of teaching and learning time lost as a result of term time absences and schools are now expected to adopt a more challenging response to requests for leave of absence in term time.

The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear that parents/carers **do not** have a legal right to take their child out of school for holidays in term time.

In line with the recent change to Government policy, from September 2013 schools will no longer be allowed to authorise any time off for holidays in term time.

There are 190 statutory school days a year so there are 175 other days available for holidays that would not have a negative effect on a child's education.

Requests for leave of absence may be granted in **special or exceptional** circumstances only at the Head teacher's discretion and the governors have agreed that absence from school will only be authorised for a **maximum of 5** days in the academic year.

Leave of absence requests for the following reasons are **not** considered to be **special or exceptional**:

- Holidays, including the availability of cheap holidays and cheap travel arrangements
- Poor weather experienced in holiday periods
- Overlapping with beginning or end of term.

School will consider:

- How long is it for and how much will it disrupt the child's education
- The overall attendance record of the child
- The nature of the circumstance, such as trauma or death within the immediate family where an immediate holiday may help the child deal better with the situation
- Previous similar requests.

School will not, grant leave:

- If a child's attendance record is less than 97% (whole school target)
- If the period coincides with the start of term, or is near to, or coincides with in-school tests, SATS, or other significant events on the school calendar
- If there are patterns of non-attendance or if there is Education Welfare Service (EWS) involvement
- If the school has concerns over a child's welfare and safety.

As responsible parents it is essential that you are aware of the importance of ensuring your child's regular, uninterrupted school attendance and the potential consequences for failing to do so.

Parents you do not have the right or entitlement to expect leave to be granted in term time and, in some circumstances, **a child may lose their place at school** if certain conditions are not fulfilled.

Children may be reported as 'missing' to the relevant agencies if they fail to return to school by an agreed date whether the leave has been authorised or not by the Head teacher.

Parents should ...

- Always fill in a Leave of Absence request form provided by the school - failure to do so may result in legal sanctions (including fines for non-attendance) being taken against the parent(s)
- All applications must be discussed at an interview with the Head Teacher or a senior member of staff.
- Consider very carefully the implications of taking a child out of school in term time and the impact on the child's learning.

The Education Welfare Service will work in partnership with schools to ensure that, if parents are found to be taking their children out of school without the Head teacher's authorisation, the Education Welfare Officer for the school will conduct an investigation which may lead to a parents/guardians receiving a **Penalty Notice**.

The Penalty Notice is for each individual period of absence that the Education Welfare Service act on.

Parents/Guardians may receive a Penalty Notice payable up to £120 per Parent per Child for un-authorised leave of absence.

If this is not paid within 42 day of the original date of issue the matter will then be placed before the Magistrates' Court. Conviction at the Courts will result in the parents/guardians receiving a criminal record and may also result in a fine being imposed on the parents/guardians.



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

The Minister for Education has recently announced that from 1st September 2013 - Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances

I wish to apply for leave of absence from school to be granted to:

Name of child: Class/ Form Group:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances

.....
.....
.....
.....

Total days requested:

Parent(s) full Name(s) Date of Birth
..... Date of Birth

Address:
.....

Email:

Signature of Parent/Carer.....

Signature of Parent/Carer.....

Consequences for parents taking children on holiday in term time which are not authorised by the school *MAY* result in a Penalty Notice of £60 *per parent per child* being issued by the Local Authority

For School Use Only

Attendance %

Interview Offered to Parent/Carer? Yes/No Date:

Authorised? Yes/No Head Teacher Date

Parent informed by letter? Yes/No Date: