

## WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL



*Learning and growing together within the love of God*

**Policy: Term Time Leave Policy**

**November 2016**

---

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. The amendments remove references to 'holiday' from school and ex-tended leave of absence as well as the statutory threshold of ten school days. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

**Leave of absence will not be authorised in the following circumstances:**

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs, GCSE or other public examination years
- In year 10
- In a transition year
- At the beginning of any academic year
- Retrospectively
- If there are any other academic concerns such as poor punctuality, pupils ability to catch up on the work missed etc
- If leave of absence has already been taken in the same school year

**We will also take into account the following:**

- The pupil's general absence/attendance record, e.g. Unauthorised absence
- Proximity of SATs and public examinations
- Amount of time requested
- Age of pupils
- Length of the proposed leave
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the child
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity; and
- When the request was made

### **Applications for Leave of absence**

Requests must be made in advance or the absence cannot legally be authorised. All requests must be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not.

**If leave is granted and you are travelling abroad you will need to supply us with confirmation of your return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

**Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, Luton Local Authority will issue a Penalty Notice. In these circumstances a warning will not be given.**

Penalty Notices are per parent, per child as appropriate, so if there are 2 parents both will need to pay the fine. From 1 September 2013 penalty notices will need to be paid within 21 days at £60 or £120 within 28 days. Unpaid Penalty Notices, will result in prosecution for the absence in the magistrate's court.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision to impose a penalty for this.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may prevent you from receiving unauthorised absence for your child and being fined if they are unable to return on the date expected. Each case will be assessed individually and medical evidence from abroad will not be accepted routinely as evidence that a pupil was unable to attend school.

### **Roll Removal**

*A Pupil can be removed from roll in either of these circumstances:*

☑ If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return then the school may remove your child from the school roll and notify the Local Authority accordingly.

☑ Or, if your child has 20 days continuous unauthorised absence.

At Wenlock C of E Junior School we give regular thought to how values can be used to support the child as a reflective learner and promote equality through quality teaching and learning. The school recognises and values all individuals no matter what their ethnicity, gender, disability and special educational need and social background.

Agreed: November 2016

Review date: November 2019

**WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL**  
**Request for leave of absence from school during term time**

*This should be completed by the parents before booking any travel arrangements*

Pupil's Name \_\_\_\_\_ Year Group \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Siblings Name \_\_\_\_\_ Siblings School \_\_\_\_\_

Date of absence request From \_\_\_\_ / \_\_\_\_ / 201 \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / 201 \_\_\_\_

Reason for application \_\_\_\_\_

---

**1<sup>st</sup> Parent/Guardian details**

**2<sup>nd</sup> Parent/Guardian details**

First name \_\_\_\_\_ Firstname \_\_\_\_\_

Surname \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Contact number \_\_\_\_\_ Contact number \_\_\_\_\_

Date of application \_\_\_\_ / \_\_\_\_ / 201 \_\_\_\_

***I have read the schools leave of absence policy document***

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

---

***For schools use only***

Current attendance (must be at least 97%) \_\_\_\_\_ No of term days requested \_\_\_\_\_

If the child has had previous term time leave, please state dates and number of days taken

\_\_\_\_\_ ***Leave agreed/Not agreed*** Date of letter confirming the decision posted to parent \_\_\_\_\_ Reasons \_\_\_\_\_

---

***If leave is to be authorised, the following must be completed***

Travelling abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Proof of return date (*tickets/e mail etc*) \_\_\_\_\_