



SPECIAL LEAVE FOR PUPILS POLICY

Missing school for any reason can deprive a 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 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 clear that parents/carers **do not** have a legal right to take their child out of school 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. Following a change to legislation regulations now states that: with effect from 1.9.2013 **'headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.'**

Advice has been provided by Derby City Council on what constitutes 'Exception Circumstances':

- SIGNIFICANT FAMILY BEREAVEMENT, i.e. Mother [step], Father [step], principal sibling/carer
- SIGNIFICANT FAMILY ILLNESS to Mother [step], Father [step], principal sibling/carer
- Disclosure of significant abuse where a short leave of absence may be beneficial to recovery
- Involvement in court proceedings, either family courts or in criminal proceedings

Leave of absence may be granted in **exceptional** circumstances only at the head teacher's discretion.

Schools will need to 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
- Previous similar requests

Schools should not, as a rule, grant leave:

- If a child's attendance is less than 95%
- If the period coincides with the start of term, or is near to, or coincides with in-school tests, SATS, GCSE'S 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 have concerns over a child's welfare and safety

Schools should:

- Ensure their pupil leave policy is clearly stated in the school prospectus along with the school's overall attendance policy and is regularly communicated to parents
- Remind parents of the importance of ensuring their child's regular, uninterrupted school attendance and the potential consequences for failing to do so
- Actively discourage parents from taking children out of school in term time
- Remind parents that they do not have the right or entitlement to expect leave to be granted in term time and, in some circumstances, parents may be fined and 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 being taken against the parents and the child being removed from the school roll
- 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 parent(s) receiving a Penalty Notice.

- The Penalty notice will be issued by the Education Welfare Service and will be of a value of £60 per parent per child.
- If this is not paid within 28 days, the liability will rise to £100 per parent per child
- If this is not paid within 42 days of the original date of issue, the matter will then be placed before the Magistrates Court. Conviction at the courts will ensure the parent(s) receiving a criminal record and may also result in a fine being imposed on the parent(s]

Approved

Dated

Village Primary School
 Tel: (01332) 766492
 Email: admin@village.derby.sch.uk



APPLICATION FOR LEAVE of ABSENCE

Important Information for Parents/Carers
No leave will be granted for holiday and this may result in your child being taken off school roll.
Requests for leave of absence should be sent to the school prior to the start of the period of absence. Flights should not be booked before leave has been authorised.
No authorisation during SATs, and in the first half term of any new school placement will be granted unless there are very exceptional circumstances.
Any leave taken without filling in a request form or entering a late request form will be unauthorised and may result in children being taken off school roll.
To discuss the matter, please make an appointment with the Headteacher.

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

Name of child..... Class.....

Dates of proposed absence:

From.....To.....

Total days Requested..... Days previously taken this year...

REASON FOR Leave Request

.....

Both parents full names

.....
 Address

Signature of Parents/Carers

.....
 Date.....

Please note taking leave for a holiday in term time can result in a Penalty Notice being issued by the Local Authority & the child being removed from the school roll.

<u>FOR SCHOOL USE ONLY</u>	
Date form received.....	Previous holiday? Yes/No
Attendance %.....	
Interview offered to Parent/Carer Yes/No	Parent informed by letter? Yes/No
Authorised? Yes/No	No.. of days authorised.....
Signed.....	date