



Document title	Leave of Absence, Holidays in Term Time & Extended Leave
Date document approved	June 2014
Reviewing governor(s)/staff	Miss Elaine Young
Date for next review	June 2015
Date document last edited	April 2014

LEAVE OF ABSENCE, HOLIDAYS IN TERM TIME AND EXTENDED LEAVE OF ABSENCE FROM SCHOOL

St James' Church Primary School is committed to raising standards for all children. This is maximised through regular school attendance.

Changes to the Education (Pupil registration) Regulations 2006 came in to force from September 2013. The amendments state that the Head teacher may not grant any leave of absence during term time unless there are exceptional circumstances.

Exceptional circumstances do not include family holidays.

If leave is granted the Head teacher can determine the number of school days a child can be away from school.

The parent/carer must make a written application to the Head teacher.

Penalty Notice Fines from September 2013

Penalty Notice fines of £60 are issued per parent per child (e.g. 2 Parents taking 2 children out of school without permission will face a fine of £240.). This fine doubles if it is not paid within 21 days. If the fine is not paid after this time parents may face court proceedings

- **St James' Church Primary School** will not grant any leave of absence during term time unless for an exceptional circumstance (exceptional circumstance being an event that cannot be pre-planned e.g. bereavement or family emergency)

Holidays are not exceptional circumstances.

The maximum leave of absence that will be granted in any school year will be 5 days.

Requests by Parents

- A request for leave of absence must be made by the parent 'with whom the pupil normally resides'
- If parents are estranged or divorced, leave of absence will not be granted for separate request for more than 5 days.
- Parents collect an application for leave of absence from the school office or website and complete the form.
- The request is considered by the Head teacher and the form is returned. A written response will be returned to the parents giving the reasons for the decision.

Granting Requests

Each request will be considered on its merits;

- Requests will only be granted in exceptional circumstances
- If leave of absence is taken without consultation and school authorisation, then the absence by definition is unauthorised. This could result in a referral to the Education Social Work Service and the issue of a fixed penalty notice.
- Except in exceptional circumstances if a pupil does not return on the agreed return date, their name could be removed from roll and a referral made to the Education Social Work Service.
- No leave of absence will be granted during the first half term of a new academic year.
- No leave of absence will be granted for a child with attendance below 96%
- No leave of absence will be granted in May during SATs

Amended April 2014 following Ofsted Recommendation to improve attendance after consultation with governors