

The Academy at St. James

Leave of Absence, Holidays in Term Time and Extended Leave of Absence from School

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.

Family holidays are not exceptional circumstances.

An exceptional circumstance is an event that cannot be pre-planned e.g. bereavement or sudden family emergency. In such cases the school will ask to see documentation in the form of flight bookings or tickets to ascertain the date of booking.

The Academy at St. James is committed to raising standards for all children. This is maximised through regular school attendance. We cannot teach your child if they are not in school. In view of this if Leave of Absence is granted this will be for a maximum of 5 days in any academic year.

A request must be made for all Leave of Absence during term time to the Headteacher using the appropriate form.

Any leave taken without a formal request will be treated as unauthorised and a fine issued. (See below information regarding fines).

Requests by Parents - Family holidays are not exceptional circumstances.

- 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.
- Request must be made on the appropriate form which can be collected from the school office.
- The request is considered by the Head teacher.
- A written response will be given to the parents giving the reasons for the decision.
- Any leave taken which has been unauthorised will most likely result a fine being issued.

Granting Requests

Each request will be considered on its merits.

Requests will only be granted in exceptional circumstances as outlined above 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 DFE Assessments

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

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