

## Burton Leonard Church of England (VC) Primary School



### Requests for Leave of Absence in Term Time Policy

The Department for Education requires Local Authorities to implement government amendments to the regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013.

The aim of this policy is to minimise the amount of time lost to term-time holidays in order to maximise the educational potential of every child. This can be achieved with the support of parents/carers by ensuring holidays in term time are not taken in school time unless there is exceptional circumstances. There are 175 days each year when your child is not in school. Absence for any reason during term time interrupts a child's education and disrupts educational progress.

The law gives no entitlement to parents to take their child on holiday during term time. Taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.

The Head teacher would not be expected to class any term time holiday as exceptional. Therefore the Head teacher will only be able to grant leave of absence in exceptional circumstances as cited below. No parent/carer can demand leave of absence as of right.

The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from at our school and on the school website. The Head teacher will also welcome early discussion with you around potential applications.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head teacher is, however, final.

**Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.**

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Amendments to 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days.

Adopted Spring 2015  
Next review Spring 2017

Reviewed and readopted Spring 2017  
Next review Spring 2019

*Amanda Townson*

A handwritten signature in black ink, appearing to be 'Amanda Townson', written in a cursive style.