Beechwood Primary School

Leave of Absence

1. **Aims**
   - Beechwood Primary is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim.
   - This will be achieved, with the support of parents/carers by ensuring that holidays are not taken in school time.
2. **The Law**
   - From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances
3. **Leave of Absence**
   - In exceptional circumstances *Beechwood Primary* will consider a request for leave of absence for one period of absence during the academic year.
   - Leave of Absence cannot be taken in term time:
     - During transition time when a pupil is settling into school.
     - During April, May and June when annual tests are taking place.
4. **Exceptional Circumstances**
   - To allow a pupil to return to their country of origin for family, religious or cultural reasons
   - Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed by the employer.
   - A family member is seriously ill.
   - There has been a death or significant trauma in the family and a leave of absence is deemed appropriate.
5. **Additional Information**

Beechwood Primary will ensure that all parents/carers receive a copy of this Leave of Absence Policy which forms part of the school attendance policy.

- Parents/carers will be required to complete a leave of absence request form available from the school office and return it to school.
- Parents/carers may be required to attend an interview with the HT/ Chair of Governors to discuss their request for a leave of absence.
- Parents/carers will normally be notified of the outcome of their application for a leave of absence within 10 school days of the date of the application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'O' this will mean that the absence has been recorded on the school attendance register as unauthorised.

Where a pupil is absent from school without permission of the school, the parent/carer of the pupil will be issued with a £60.00 Penalty Notice per parent per child, when this absence is for 5 days or more. If the notice remains unpaid after 21 days the penalty increases to £120.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

This policy forms part of Beechwood Primary School's attendance policy.

Signed _____

Date June 2020 Review June 2022

Appendix 1

SAMPLE LETTER

Dear Parent/Carer

Regular school attendance is essential to enable your child/children to maximise the educational opportunities available to them. Interruptions in school attendance means that your child/children may need to catch up on missed work and it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if your child/children attend regularly.

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances

Additionally

- All requests for leave of absence in term time must be made in advance in writing on the leave of absence request form available from the school.
- The granting of leave of absence does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factors in any decision.
- Requests will be considered by the Headteacher
- The Local Authority will use the full range of sanctions where leave of absence is taken without the permission of the school.

I am sure that you will support the school by ensuring that requests for leave of absence are only made in exceptional circumstances. If you wish to discuss this matter further please contact >> or >>

Yours sincerely

Appendix 2

Dear

I regret to inform you that I am unable to agree to your request for a leave of absence in respect of >>

I do not feel that the reasons given by you for requesting a leave of absence indicate exceptional circumstances.

I am sure that you will agree that it is in _____ best interest to attend school regularly in order to ensure that he/she achieves his/her full potential.

Whilst I understand that you may be disappointed by my decision, I trust that you understand that it has been taken with _____ best interest in mind.

I would remind you that I am required to inform the Education Welfare Service of any periods of unauthorised absence from school. The Education Welfare Service will then consider if any legal action or the issue of a Penalty Notice is appropriate.

Yours sincerely

Appendix 3

Beechwood Primary School

LEAVE OF ABSENCE FORM

A request for absence should be made in advance at least >> before the proposed leave of absence

PUPIL DETAILS			
NAME:		**Date of Birth**	
Class/Teacher			

Dates of requested absence: **Date of return to school:**
Reason for leave of absence request:

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school.

Parent/Carer Name:
Relationship to child:

Signature: ……

Date of Request: ……

Office Use

Seen by ……Agreement ……

Date…….

Appendix 3

HALTON BOROUGH COUNCIL

Beechwood Primary School

REQUEST FORM

A request for absence MUST be made before the holiday is booked.

PUPIL DETAILS			
NAME:		**Date of Birth**	
Class/Teacher			

Dates of requested absence: **Date of return to school:**
Reason for request for a holiday in term time:

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school.

Parent/Carer Name:

Signature: ……

Date of Request: ……