Leave of Absence in Term Time policy

Aims

The aim of this policy is to set out the way in which St Edward’s School monitors and promotes excellent standards of attendance and punctuality of its pupils. St Edward’s Catholic Primary School is committed to maximising the potential of every child and we feel this will be achieved, with the support of parents by ensuring that holidays are not taken in school time. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

The Law

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances. The law makes it clear that Head Teachers are not expected to class any term time holiday as ‘exceptional’.

Special and Exceptional Circumstances

The Head Teacher or person designated by the Head Teacher may consider that the following circumstances are “special” or “exceptional”.

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a holiday may help the child to cope better with the situation.

However

- Availability of “cheap” holidays
- Availability of desired accommodation
- The prospect of better weather
- Surprise holidays booked by relatives

Would not be considered as “special” or “exceptional” circumstances and will not be authorised.

Even with ‘exceptional circumstances’ there are certain criteria that must be met before a leave of absence will be authorised.

- It must not be during a transition time when a pupil is settling into school.
• It must not be during KS2 SATs week, Y1 Phonics check or the KS1 assessment period.
• The pupil’s attendance must be at least 96% for the previous 38 weeks.
• The pupil has not already had unauthorised absence.

Additional Information

• St Edward’s Catholic Primary School will ensure that all parents/carers receive a copy of this Leave of Absence in Term Time Policy which forms part of the school attendance policy.

• Parents/carers will be required to complete an ‘Absence from School’ request form available from the school office and return it to school at least 6 weeks prior to the proposed date of the absence.

• Parents/carers may be required to attend an interview with the Headteacher to discuss their request for a term time leave of absence.

• Parents/carers will normally be notified of the outcome of their application for a term time leave of absence within 10 school days of the date of the application.

• Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. From September 2018 these Notices cost £60 per child, per parent, if paid within 21 days and £120 if paid between 22 and 28 days.

Authorised Absence / Extended Leave

Where in “exceptional” circumstances a leave absence in term time is authorised, the school will require that a return date is agreed by the parent/carer prior to the commencement of the authorised absence or extended leave. If the pupil fails to return by the agree date, the pupil may be taken off the school admission and attendance registers.

This policy was reviewed in January 2019 and will be reviewed again in July 2020.