



LEAGRAVE PRIMARY SCHOOL

'Striving for Excellence, Learning for Life'

LEAVE OF ABSENCE POLICY FOR PUPILS

Ratified by Governors

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NON-STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

The Education (Pupil Registration) Regulations 2006 have been amended and came into force on 1st September 2013. The amendments removed references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Requests for leave of absence will not be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Headteachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Headteacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

Authorisation is not appropriate in the following circumstances:

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs or other public examination years for example Year 1 phonics check and Year 4 multiplication check
- In a transition year
- At the beginning of any academic year
- Retrospectively
- If there are any other academic concerns such as poor punctuality, pupil's ability to catch up on the work missed etc.
- If leave of absence has already been taken in the same school year

We will also take into account the following:

- The pupil's general absence/attendance record, e.g. unauthorised absence
- Proximity of SATs and public examinations
- Amount of time requested
- Age of the pupil
- Length of the proposed leave
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity

Applications for Leave of absence

Requests must be made in advance or the absence cannot legally be authorised. All requests should normally be made at least two weeks in advance to the Headteacher by completing the school application form. A parent/carer with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response by 1st class post confirming if the request will be authorised or not.

If you are travelling abroad, you will need to supply the school with your booking information including date booked and details of return flight tickets.

Unauthorised Absence

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised and noted in your child's school records. Leave of absence can only be authorised by the Headteacher.

Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more (10 sessions or more), without the Headteacher's authorisation, Luton Local Authority will consider legal action which could include issuing a Penalty Notice.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision as to further action taken.

National Framework for Attendance Penalty Notices

Any attendance penalty notices issued after the 19th August 2024 will be issued in line with the new regulations, which are as follows;

- Each parent will be issued a separate penalty notice, for each child who is absent. For example, for a family with 2 parents and 3 children, each parent will receive 3 penalty notices for £160 each, with a family total of £960 in fines. The fine amount will be £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil within 3 years, will be charged at a flat rate of £160 if paid within 28 days with no option of a reduced amount.
- In a case where the national threshold is met for a third time (or subsequent times) within 3 years, alternative action will be taken, which may include prosecution or other legal interventions.

Penalty notices will be issued for unauthorised term time leave. Term time leave does not just include holidays. Where a child is absent and it is believed it is due to term time leave, schools will be expected to carry out a home visit and see the child on or before the 3rd school day of absence.

Failure to return to school on the date expected

If there is a reason which delays the pupil in returning to school, the parent/carer must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may protect you from receiving unauthorised absence for your child and being fined if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad will not be accepted routinely as evidence that a pupil was unable to attend school.

Roll Removal

A pupil may be removed from roll in certain circumstances. In these circumstances parents would need to re-apply for a school place. Please note that it may not be possible for the child to be re-admitted into the same school they attended before being removed from roll.

Please Note:

If you take your child out of school during term time, the school will not provide work for them to complete.

If unauthorised term time leave has significantly impacted your child's attendance, you will be required to provide supporting documentation for any further absences including any absence due to illness.