

## Leave of Absence in Term Time

### What the law says:

Schools are regularly audited to ensure that they are following government guidelines and policies. The Government amendments make it clear that headteachers must not grant any leave of absence during term-time unless there are **exceptional circumstances**.

The law does not give any entitlement to parents to take their child on holiday during term-time. Parents can be fined for taking their child on holiday during term-time without consent from the school.

Schools are **not permitted** to authorise holiday requests for the following reasons:

1. cost or availability of a particular holiday
2. it overlaps the start or end of a school term
3. the weather at a particular time of year.

### What the headteacher will do:

In deciding whether to authorise a request for leave of absence, the headteacher will consider:

- your child's current attendance record
- the time of the school year
- individual reasons for the holiday request

### Please remember:

- It is advisable to give at least 7 days' notice in order for your request to be processed by the school office prior to the start of your absence, otherwise your request may not be authorised. However, the school does recognise that there may be exceptional
- Should a pupil fail to attend within ten school days immediately following the expiry of the period for which leave was granted, the child's name can be removed from the school roll.

### Guidance on 'Exceptional' Circumstances:

#### Examples that will be considered:

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education. **Supporting evidence must be provided in relation to such requests before they can be considered or approved;**
- When a family needs to spend time together to support each other during or after a crisis;
- Attendance at a religious or civil ceremony (e.g. wedding, christening) involving a close relative/carer (Mother, Father, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Cousin) and reasonable travel time;
- Compassionate reasons e.g. funeral, hospital visit;
- Attendance at the graduation ceremony of a close relative;
- A day for moving house;
- Time to visit another school;
- Family emergencies until arrangements for child to attend school can be made;
- Representing city, county or country at a national or international level in sport, music or the arts where selected to do so by a recognised authority, including reasonable travel time.

#### Examples that are NOT likely to receive approval:

- shopping trips;
- theatre visits;
- participating in or travel time to 'open entry' sport, music or arts events i.e. those not involving selection by an external body;
- days off to meet visiting relatives
- family holidays.

**Application for Leave of Absence in Term Time (Exceptional Circumstances)**

**Dear Headteacher**

Date.....

I request an absence for: Name:.....

Year Group:..... From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Total school days..... My child would return to school on.....

Reason for request for absence including a full explanation

The **exceptional circumstances** are...

Signed:\_\_\_\_\_ Parent/Carer name:\_\_\_\_\_

**School to complete:**

Current Attendance \_\_\_\_\_% Last year's attendance \_\_\_\_\_% Concerns YES/NO

Any previous request YES/NO Is the Attendance Officer involved? YES/NO

Is the requested absence during exams YES/NO

Agreed/Refused: If refused, reason for refusal:.....

Comments/Recommendation/Attendance code to be used.....

Authorised YES/NO Signed:\_\_\_\_\_ Headteacher Date:\_\_\_\_\_