

# **Millbrook Community Primary School**



## **LEAVE OF ABSENCE POLICY 2013**

# LEAVE OF ABSENCE

## 1. Aims

The aim of this policy is to set out the way in which Millbrook Community Primary School monitors and promotes the attendance and punctuality of its pupils. Millbrook Community Primary School is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that leave of absence will not be taken in school time, other than in exceptional circumstances. Absence during term time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

## 2. Legal Context

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 Millbrook Community Primary School will consider a request for leave of absence for one period of absence during the academic year.

## 4. Exceptional Circumstances

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances

*The following are examples of 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.
- There has been bereavement or serious illness in the immediate family and a leave of absence is deemed appropriate.
- Leave of absence connected to children of service personnel.

## 5. Additional Information

Millbrook Community Primary School 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.

- Where possible parents/carers should submit the request 4 weeks prior to the date of the leave absence.
- Parents/carers may be required to attend an interview with the Headteacher or her representative 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 'G' 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 may be issued with a £60.00 Penalty Notice per parent per child. 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 after consultation with parents/carers and Governors will form part of Millbrook School attendance policy.

## Appendix 1

Date

Dear ,

As you will be aware 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.

We regret to inform you that we are unable to agree to your request for a leave of absence in respect of ^^^

Unfortunately, this request does not indicate exceptional circumstances. We are sure 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.

We understand that you may be disappointed by this decision. However, recent legal changes have impacted on school policies.

We would remind you that we are required to inform the School Attendance Service of any periods of unauthorised absence from school. The School Attendance Service will then consider if any legal action or the issue of a Penalty Notice is appropriate.

Yours sincerely

Mrs Jane Maloney  
**Headteacher**

## Appendix 2

### Millbrook Community Primary School



### Application for leave of absence in term time

From September 2013 changes to national regulations mean schools will only be able to authorise leave of absence from school in exceptional circumstances.

By law from September 2013 all parents requesting leave of absence during term time will be required to submit an application, made in advance, to the school requesting permission for absence to be considered by the Head Teacher. Failure to do so may result in the issuing of a Penalty Notice or fine.

Parents or carers wishing to apply for their child to have leave from school during term time, should complete this form and return it to school.

#### PARENTS SECTION (to be completed first)

Surname of child				First name			
Date of birth		Class					
Surname of parent/carer				First name			
Address of child							
Postcode				Telephone number			
<b>About the request for your child's leave of absence</b>	<b>Reason for leave absence</b>						
Length of absence (school days)				From (date)			
				To (date)			

Parent's/Guardian's signature	
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**SCHOOL SECTION (copy to parents / carers and copy for file)**

Leave of absence in Term Time	(i) <b>approved</b> <input type="checkbox"/> School days (ii) <b>not approved</b> <input type="checkbox"/> school days	If all / part of the leave is not approved the pupil's absence will be marked as <u>unauthorised absence</u>
If not approved (highlight reason why)	.....	
If approved: Date of Meeting with Parent	<b><u>PLEASE CONTACT THE SCHOOL OFFICE TO ARRANGE A MEETING TIME TO AGREE WORK TO BE COMPLETED BY PUPIL DURING THE LEAVE PERIOD</u></b>  Date of Meeting: .....	
Parent's signature.....	I understand that keeping my child off school if the request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued from the local authority for the non-school attendance of my child at school.	
Head Teacher's signature		
Number of previous applications granted		

**Please return a copy of this form to the parent after consideration.**