

<b>Ratified by governors on:</b>	13 <sup>th</sup> June 2019
<b>To be reviewed:</b>	June 2020
<b>To be reviewed by:</b>	Assistant Headteacher, Attendance Officer
<b>Ratified by:</b>	Student & Staff Welfare Committee



KING EDWARD VI  
SCHOOL LICHFIELD

## Leave of Absence Policy

- Leave of Absence refers to a pre-planned absence from school (single lesson, full or part day), that is for any reason other than one related to time off for medical appointments or illness and is only granted in **exceptional circumstances**. Leave of Absence requests must be made for any of the following reasons\*:
  - Holidays
  - Funerals
  - External sporting fixtures/camps/tours
  - External performances/rehearsals
  - Dance exams
  - Religious observance days
  - Sixth form work experience
  - Attendance at other events

*\*this list is not exhaustive*

Please note that this does not apply to Sixth Form visits to universities or external music exams. In these cases please text the school to give advance notification on **07860 034183** and supply proof of the music exams for the attention of the Attendance Officer.

- Amendments to the Education Regulations 2016 make it clear that Headteachers should only grant any leave of absence during term time if there are **exceptional circumstances** to justify this. Headteachers now also determine the number of school days a child can be away from school if the leave is granted.
- There is no automatic right to any leave in term time.
- Staffordshire County Council's Code of Conduct governs how we as a school must deal with applications for Leave of Absence. Whilst we understand the challenges that some parents face when booking holidays, particularly during school holidays, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
- Parents who want the school to consider granting Leave of Absence in school term time should:
  1. Read the notes below carefully
  2. Complete the Leave of Absence Form below
  3. Either hand the form in at Reception or send it to the Headteacher at [office@kingedwardvi-lichfield.staffs.sch.uk](mailto:office@kingedwardvi-lichfield.staffs.sch.uk)

*To enable processing, emailed forms should be scanned copies of the original **not** a screen shot/photo.*

- Please include as much detail about the absence on the Leave of Absence Form as possible to enable the Headteacher to make an informed decision as to whether the absence can be authorised or not. The form should be sent to the school **at least 5 school days in advance** of the absence to allow the request to be considered, and a response to be sent in advance of the absence
- Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request.
- The Headteacher cannot authorise any Leave of Absence unless the request is received before the period of absence begins. If Leave of Absence is not applied for according to school policy, this may lead to an absence automatically being recorded as unauthorised and may lead to a Penalty Notice fine being issued by the Local Authority.
- Each Leave of Absence application will be considered individually and on its own merits. In considering a request, the school will take account of: -
  - The **exceptional** circumstances stated that have given rise to the request
  - The stage of the child's education, their progress and the effects of the requested absence on both elements
  - Frequency of similar requests
  - Whether the parent made the request in advance
  - Students/pupils on examination courses will **not** normally be granted leave of absence
- Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, Headteachers may choose to liaise with each other as part of their decision-making process.
- Should the Headteacher decide to grant leave of absence, but the child does not return to school when expected (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence, this absence will be recorded as unauthorised.
- Should the Headteacher decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent\* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
- Should the Headteacher decide not to grant leave of absence and a parent/carer then reports the child as absent due to illness on the dates requested, the absence will be recorded as unauthorised and a Penalty Notice fine may be issued in accordance with Staffordshire County Council's Code of Conduct.
- It is a legal requirement for schools to maintain accurate attendance records, including reasons for absence, so the school will always investigate when the reasons provided for absence contradict our

understanding and records will be updated accordingly. This may then result in parents/carers receiving a Penalty Notice fine in accordance with Staffordshire County Council's Code of Conduct. To avoid putting members of staff or students in awkward and avoidable situations we would like to encourage an open and honest dialogue with regard to Leave of Absence in term time.

- In line with Staffordshire Local Authority's Code of Conduct for issuing Penalty Notices, which came into effect on 1<sup>st</sup> January 2018, any period of unauthorised leave due to holiday (G code) may result in parents/carers receiving a Penalty Notice Fine. The Code of Conduct may be found at:  
<https://www.staffordshire.gov.uk/education/Education-welfare/Code-of-Conduct-From-1.1.2018.pdf>
- The Local Authority will continue to monitor all school absences during term time and support Headteachers in challenging parents who ignore the law.
- If a student is taking Leave of Absence but will be in school for part of the school day, in addition to parents/carers applying for that Leave of Absence the student should also, as per school Attendance Policy, have a note from home to present to the team at Student Reception when they sign in or out of school.

\* Generally the DfE states that parents include all those with day-to-day responsibility for a child.



### Leave of Absence Request Form

To the Headteacher,

I request leave of absence for my child ..... Tutor Group.....

For full school days: Date (inc.) .....to ..... No. of School days .....

OR

For part days: Date ..... Time from ..... to .....

<b>I have (an)other child(ren) in an(other) school(s) as follows:</b>			
Child(ren) (full name(s))			
School(s) attended			

Please give detailed reasons for this leave of absence request:

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Print Name .....

Signed ..... (Parent/Carer) Date.....

Office use only:

Seen by Headteacher      Y/N

Attendance - current school year to date .....%

Attendance - previous school year .....%

Number of days unauthorised absence already taken in the previous 12 months .....

Is student in exam year group      Y/N

Date .....

Authorised      Y/N                      Refer                      Y/N

Notification of decision: Date letter sent to parent/carer .....

Other outcome

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