



# HALE CE

PRIMARY SCHOOL

## LEAVE OF ABSENCE POLICY

(Halton Borough Council Model Policy)

**H** *Heart of the Community*

**A** *Accepting everyone*

**L** *Love of God and neighbour*

**E** *xcellence for all*

Signed .....

Date May 2020

# HALE CE PRIMARY LEAVE OF ABSENCE POLICY

## 1. Aims

The aim of this policy is to set out the way in which Hale CE VC Primary monitors and promotes the attendance and punctuality of its pupils. Hale CE Primary 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. The Law

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 Hale CE Primary 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 may be examples of exceptional circumstances:

- A family member is seriously ill.
- There has been a death or significant trauma in the family and a leave of absence is deemed appropriate.
- Leave of absence for children of serving members of the Armed Forces.
- Unavoidable circumstances

## 5. Additional Information

Hale CE Primary 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.
- Parents/carers may be required to attend an interview with the Headteacher 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 'O' this will mean that the absence has been recorded on the school attendance register as unauthorised. Parents/carers may be asked to provide supporting evidence for absence.

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 will form part of Hale CE Primary School attendance policy.

## **SAMPLE LETTER**

Dear Parent/Carer

Regular school attendance is essential to enable your child/children to maximise the educational opportunities available to them. Interruptions in school attendance means that your child/children may need to catch up on missed work and it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if your child/children attend regularly.

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

### **Additionally**

- All requests for leave of absence in term time must be made in advance in writing on the leave of absence request form available from the school.
- The granting of leave of absence does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factors in any decision.
- Requests will be considered by the Headteacher.
- The Local Authority will use the full range of sanctions where leave of absence is taken without the permission of the school.

I am sure that you will support the school by ensuring that requests for leave of absence are only made in truly exceptional circumstances. If you wish to discuss this matter further please contact the school.

Yours sincerely

Dear

I regret to inform you that I am unable to agree to your request for a leave of absence in respect of >>

I do not feel that the reasons given by you for requesting a leave of absence indicate exceptional circumstances.

I am sure that 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.

Whilst I understand that you may be disappointed by my decision, I trust that you understand that it has been taken with \_\_\_\_\_ best interest in mind.

I would remind you that I am required to inform the Education Welfare Service of any periods of unauthorised absence from school. The Education Welfare Service will then consider if any legal action or the issue of a Penalty Notice is appropriate.

Yours sincerely



**LEAVE OF ABSENCE FORM**

A request for absence should be made in advance at least 10 days before the proposed leave of absence

**PUPIL DETAILS**

<b>NAME:</b>		<b>Date of Birth</b>	
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**Class/Teacher**

**Dates of requested absence:**  
  
**Date of return to school:**

**Reason for leave of absence request:**

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non attendance of my child at school.

Parent/Carer Name:  
 Relationship to child:

Signature: .....

Date of Request: .....

Office Use

Seen by .....Agreement .....

Date.....