



Attendance & Behaviour Service

# **BROOKVALE PRIMARY SCHOOL**

## **LEAVE OF ABSENCE POLICY**

# LEAVE OF ABSENCE POLICY

## 1. Aims

The aim of this policy is to set out the way in which Brookvale Primary School monitors and promotes the attendance and punctuality of its pupils. Brookvale 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. 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 Brookvale 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 (*school to consider what are exceptional circumstances, these do not need to be defined within the policy*).

The following may be 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.
- 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.

## **5. Additional Information**

Brookvale 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.
- Parents/carers may be required to attend an interview 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.

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

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 Governors, will form part of Brookvale 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 (*person designated*)
- 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 exceptional circumstances. If you wish to discuss this matter further please contact >> or >>

Yours sincerely

## Appendix 2

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



**Brookvale Primary School**

**LEAVE OF ABSENCE FORM**

A request for absence should be made in advance at least 6 weeks before the proposed leave of absence

<b>PUPIL DETAILS</b>			
<b>NAME:</b>		<b>Date of Birth</b>	
<b>Class/Teacher</b>			

**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.....