

St. John Bosco RC Primary School



Leave of Absence During Term Time Policy

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▪ INTRODUCTION

As stated in our school attendance policy, St. John Bosco RC Primary School aims to maximise attendance rates in order to ensure that all children are able to take full advantage of the learning experiences available to them.

From the 1st September 2013 DFE amended the regulations surrounding holidays in term time. The DFE has removed references to family holiday and extended leave as well as the statutory threshold of ten school days. **These new amendments make it clear that Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances and gives **no entitlement to parents to take their child on holiday during term time**. From the 1st September 2013 application for leave must be in exceptional circumstances only and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

1. PROCEDURAL GUIDELINES

From the 1st September 2013 leave of absence must be **formally requested** from and agreed by the Headteacher in advance of any absence. Headteachers **may not grant any leave of absence** unless there are exceptional circumstances; **low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstance**. Headteachers will determine the number of school days a child can be away from school if the leave is granted in accordance with arrangements made by the schools governing body. **The Local Authority can fine parents for failing to ensure their child attends school.**

PARENTS

- Parents requesting leave of absence for their child/children for the purpose of a family holiday must put their request in writing to the Governing Body of the school.
- Requests should be addressed as follows:
Chair of Governors'
St. John Bosco RC Primary School
Bradford Avenue
Sunderland
SR5 4JW
- Requests for leave of absence should state the child's name, class and the dates of the proposed holiday.

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SCHOOL

- The school will ensure that parents are informed well in advance of all school holiday dates.
- All requests for authorised leave of absence will be considered at the termly meeting of the full governing body, which are held in December, March and June.
- The Headteacher, on behalf of the governing body, will notify parents in writing of the governors decision.
- If leave of absence is not authorised and parents insist on taking children on holiday during term time, then the pupil will be registered as absent without authorisation.
- The school will work in partnership with the Inclusion Service to raise levels of attendance.
- When necessary, appropriate action will be taken by the School Inclusion Officer.

MONITORING

- The Headteacher will be responsible for monitoring daily/weekly attendance and individual requests for leave of absence.
- Unauthorised absences will be reported to the LA.
- All parental requests and the governors decisions whether authorised or unauthorised will be held on record in the school office.
- The Governing Body, through Headteacher reports, will monitor the frequency of parental requests and the impact of unauthorised leave of absence on the school's attendance targets.

2. LETTER FOR PARENTS

See Attached

SUMMARY

At St. John Bosco no policy should ever be regarded as complete. It should change as attitudes change or as new teaching staff bring new ideas to our school which are acceptable to us. Any change requiring a review of the policy will require whole school discussion before any alterations are made.

Signed: _____

Designation: _____

Date: _____

Review Date: _____

Authorisation for Leave of Absence During Term Time Policy



Dear Parents/Carers

The Department for Education has announced important amendments to legislation surrounding holidays in term time

From the 1st September 2013 DFE amended the regulations surrounding holidays in term time. The DFE has removed references to family holiday and extended leave as well as the statutory threshold of ten school days. **These new amendments make it clear that Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances and gives **no entitlement to parents to take their child on holiday during term time.** From the 1st September 2013 application for leave must be in exceptional circumstances only and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

The Government and the Local Authority have made the importance of school very clear and **there is no automatic right to any holiday in term time.** Up until this point we have always considered applications for leave of absence sympathetically, and granted leave providing certain criteria was met.

From the 1st September 2013 leave of absence must be **formally requested** from and agreed by the Headteacher in advance of any absence. Headteachers **may not grant any leave of absence** unless there are exceptional circumstances; **low cost travel or arrangements made by a family member or friends are not deemed to be exceptional circumstance.** Headteachers will determine the number of school days a child can be away from school if the leave is granted in accordance with arrangements made by the schools governing body. **The Local Authority can fine parents for failing to ensure their child attends school.**

We fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays. Sunderland Local Authority is expecting that all schools will introduce firm policies and procedures and stringent checks to ensure that there is a significant reduction in the number of absences being authorised by the school during term time. **The Local Authority will be monitoring all school absences during term time and challenging those schools and parents that do not adhere to the new legislation.**

The new legislation will bring about increased attendance and continue to improve standards in our school. Further information can be obtained from www.dfe.gov.uk

Should you have any queries about anything contained in this letter, please don't hesitate to contact the school to arrange an appointment to meet with me.

Yours sincerely

Mrs D. Prayle
Acting Headteacher
On behalf of the Governing Body of St. John Bosco RC Primary School