

Leave of Absence in Exceptional Circumstances Statement of Practice

Date Drafted:	January 2019
Date Approved by Governors:	31 January 2019
Review Frequency:	Every 2 Years or if Legislation Changes
To be Reviewed By:	Miss K Gould

At The Long Eaton School we believe that students who have regular attendance are more likely to reach their potential and achieve the best possible results. In line with DfE guidelines, it is the policy of the school and the Local Authority to discourage all avoidable absence during term time.

Good attendance is vital if students are to benefit from the full range of opportunities on offer. It is essential not just during Key Stage 4 and at Post 16, when students are working towards their GCSE's and A Levels, but throughout their education, during which formal assessment and feedback takes place regularly in a variety of forms.

The Education (Pupil Registration) (England) (Amended) Regulations 2013 amend the 2006 regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Parents and carers cannot demand leave of absence for the purpose of a holiday; it is not a right. The dictionary definition of exceptional is "unusual" or "rare", and each request will be considered individually on its merits. These regulations state that holidays cannot be authorised retrospectively.

Circumstances that may not be considered exceptional include:

(These examples are illustrative and not meant to be exhaustive)

- Parents' employment restrictions
- Visiting family and friends who have different school holidays
- Availability of cheap holidays and cheap travel arrangements.
- Days overlapping with the beginning or end of term.
- Birthday of student or family member

Procedure for requesting leave of absence

Parents/carers should complete and return the Exceptional Leave of Absence Request Form to Student Services, at least **two weeks** before the anticipated start date. The form will then be processed and a decision letter sent out. Any absence which has not been agreed in advance by the Headteacher is marked as unauthorised absence.

If leave of absence for the purpose of a family holiday is not granted and then taken, the Local Authority may issue a fixed penalty notice. Parents who remove their child from the school for the purpose of a family holiday without seeking prior approval can also be issued with a penalty notice. If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.

**APPLICATION BY PARENT/S FOR A
CHILD'S LEAVE OF ABSENCE FROM
SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES**



To the Headteacher

Name of Student: _____ Tutor Group: _____

Name of Parent/Guardian 1: _____

Name of Parent/Guardian 2: _____

Address: _____

I/We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Date from: _____ Date to: _____

Total number of days requested: _____

Please supply in as much detail as possible the reason for your request and why you feel it is an exceptional circumstance:

Signed by both parents (if applicable):

Signature Parent/Guardian 1: _____ Date: _____

Signature Parent/Guardian 2: _____ Date: _____

**THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF
REQUESTED LEAVE.**