



TERM TIME LEAVE OF ABSENCE POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was written by the Alderman Cogan's CE Primary School Governing Body in response to a directive from Kingston upon Hull City Council in September 2013. It was reviewed in March 2015 and will be reviewed again in the Spring Term 2017 or earlier if necessary.

TERM-TIME LEAVE OF ABSENCE POLICY

1. In September 2013 amendments to the **Education (Pupil Registration) (England) Regulations 2006** made it clear that Headteachers may not grant any leave of absence during term-time unless there are **exceptional** circumstances.

The Local Authority believes holiday leave of absence should not be taken during term-time. Taking children out of school for avoidable reasons is disruptive to the learning of the individual child and also disruptive to other children in the class, the organisation of the class and groups within it, group activities and teacher planning.

Having taken advice from the Local Authority the Governing Body of Alderman Cogan's School has agreed that holidays during term-time will not be authorised except in the following circumstances:

- **If the child's parents/carers are Service Personnel or other employees who are prevented from taking holidays outside term-time.**
(A letter from the employer must be handed in with a completed 'Request for Leave of Absence During Term-Time' form. Copies of holiday schedules or employers' holiday request forms will not be accepted.)
- **Acute crisis within the family, where the family needs to spend time together to support each other.**
(A brief letter of explanation must be handed in with the school Leave of Absence Request form.)
- **Court order/formal agreement where parents have separated**
(A copy of the court order must be handed in with the school Leave of Absence Request form.)

It is a parent's responsibility to justify why their request is of exceptional circumstances.

2. All requests for a leave of absence during term time should be made by the parent/carer on an official form.
3. The school will look at all requests for leave of absence in term time individually and not as part of a blanket approach.
4. School holiday leave of absence records will be kept to enable the school to monitor the frequency of and repeating of requests and length of absences from school. This will enable the school to be well informed to deal with individual requests and ensure a consistent approach to such requests. These records will be passed onto a pupil's new school at transfer.
5. The school will review general attendance performance and progress when considering each leave of absence request.
6. On receiving a request for a leave of absence during term-time the school will respond by a letter issued within **5 school days** advising that the holiday request is authorised/unauthorised and the reason for this decision.
7. If the leave of absence request is refused, the parent/carer will be notified in a letter that if the holiday is taken this may result in a Penalty Notice fine by the LA (£60 to be paid within 21 days; if not paid Penalty Notice will increase to £120 to be paid within 28 days). Non-payment of a Penalty notice may result in prosecution under the provisions of Sec 444(1) of the Education Act 1996.
8. If the leave of absence is taken without authorisation, when the child returns to school a second letter will be issued within **5 school days** notifying the parent/carer that the

absence has been recorded as unauthorised absence and that the school is required to notify the Local Authority.

9. If no leave of absence request is made and information is received that a child is absent due to a holiday all efforts will be made to establish through home visits during the absence period why the child is absent and recorded. On the child's return to school a letter will be issued within **5 school days** notifying the parent/carer that the absence has been recorded as unauthorised absence and that the school is required to notify the Local Authority.
10. When a child returns to school following an unauthorised leave of absence during term-time, the school will decide whether to make a referral to the Education Welfare Service.
11. The school **will not** authorise retrospective approval for leave of absence requests. If the parent/carer does not apply for the leave of absence in advance the absence will be recorded as unauthorised.
12. The Local Authority guidance states that penalty notices will apply when there has been the deliberate taking of a holiday in term time without or against school permission and where this has created a period of unauthorised absence in the current term of at least 10 sessions (5 school days).



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PART A to be completed by the parent

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

This form should be completed by the parent and forwarded to the school office **before** the period of absence.

Name of Pupil: _____

Home Address: _____

Class: _____

I request leave of absence for my child on the following dates:

From (*first day off school*) _____ To (*last day off school*) _____ No. of days: _____
please give dates

I have read and understand the schools Term-Time Leave of Absence Policy.

Signature of Parent/Carer: _____

Date: _____

PART B for school use only

Leave of absence authorised

Leave of absence unauthorised

Reason for refusal:

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