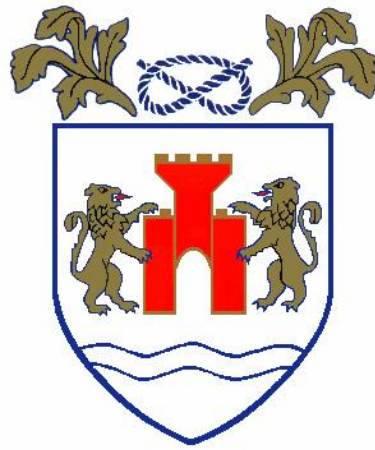


Wolstanton High School

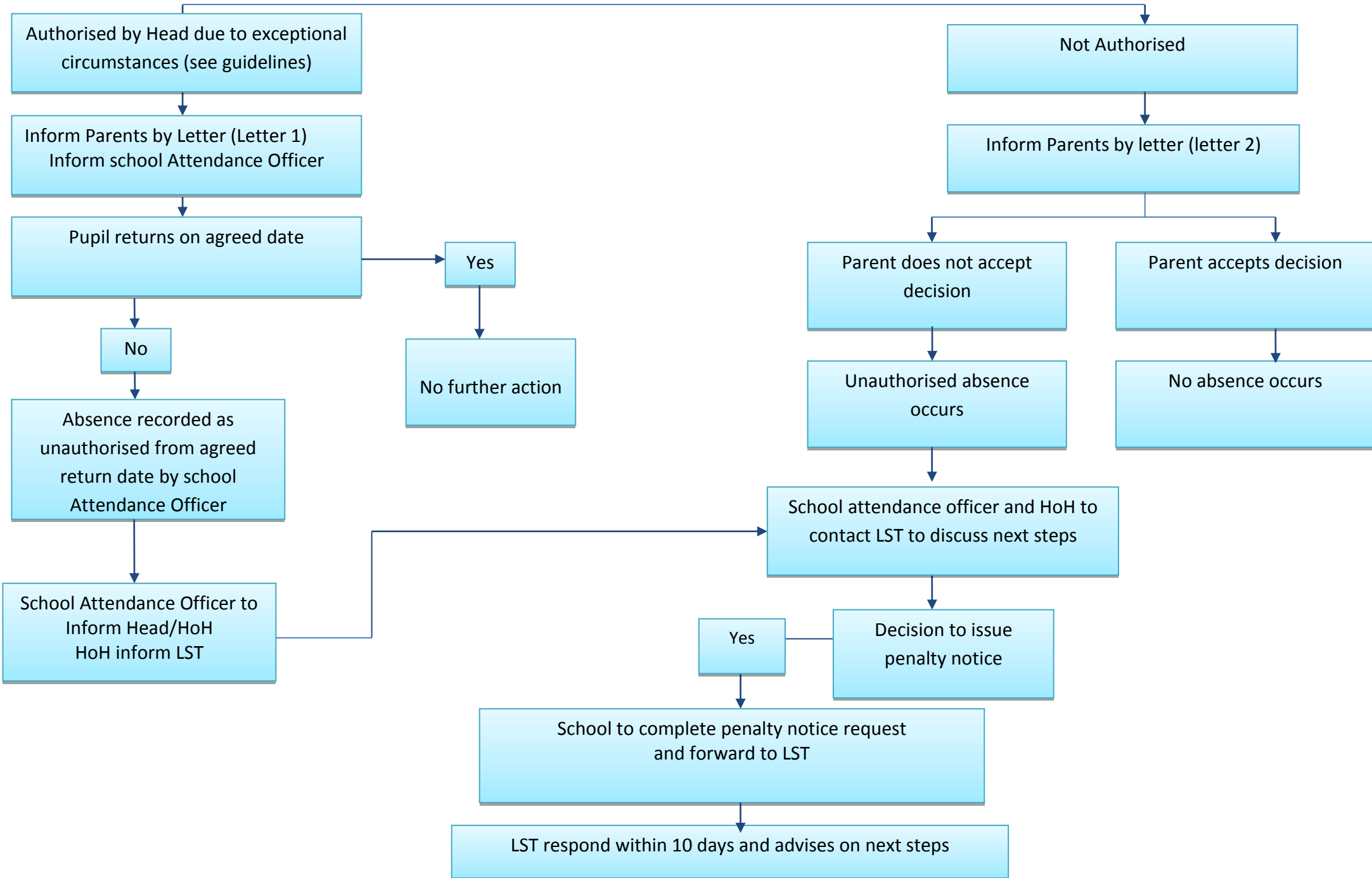
A Shaw Education Trust Academy



Unauthorised Leave of Absence Procedure



Parental request for leave of absence (in writing on form A)





Wolstanton High School - Request for leave during term time (TEMPLATE LETTER)

To: Mrs T. Thomas, Headteacher of Wolstanton High School

Date.....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name)

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are:

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) School(s) attended
.....
.....

(Signature of 1st parent/carer(s) Print Name.....

(Signature of 2nd parent/carer(s) Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

For Office Use Only

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions taken as leave during term time (this academic year)

Agreed/Not Agreed

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

SignedHeadteacher Date

Notification of decision: Date letter sent to Parent/Carer



Guidance Notes for Parents requesting Leave in Term Time

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the Headteacher**. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head teachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
5. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of: -
 - the **exceptional** circumstances stated that have given rise to the request
 - the stage of the child's education and progress and the effects of the requested absence on both elements
 - the overall attendance pattern of the child
 - frequency of similar requests
 - whether the parent made the request in advance
 - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.
6. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However head teachers may choose to liaise with each other as part of their decision-making process.
7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide **not to grant leave of absence** and parents still take their child out of school, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine of **£60 per parent* per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.

* Generally the DfE states that parents include all those with day to day responsibility for a child.

Authorised absence for “Exceptional circumstances” might include:

- **Birth:** Immediate family only; usually 1-2 days.
- **Deaths:** Immediate family only; usually 1-2 days.
- **Funerals:** Immediate family only.
- **Weddings:** Immediate family only.
- **NB Any of the above taking place abroad:** travel days and event days only – not extended holiday.

- **Religious observance/festival:** period of celebration and travel days if out of area/abroad.
- **“Chance of a lifetime holiday”:** only in exceptional circumstances as agreed by Headteacher.
- **Fixed holidays for parents:** only if validated by official letter from employer.
- **Medical circumstances needing certain conditions:** only if supported by Doctor.
- **Prize holiday:** need written confirmation from competition organisers.
- **Forces child – parent on leave:** need written confirmation.
- **Work experience placement:** only if agreed by Headteacher - official confirmation of placement required.
- **Representation eg sport, performing arts:** official written verification required.

Authorisation will not be given in the following circumstances:

- **Holiday re-arranged due to unforeseen circumstances eg illness, jury service.**
- **Cheaper out of school holidays.**



Wolstanton High School

A Shaw Education Trust Academy



**Headteacher:
Mrs T. Thomas B.Ed.Hons. M.B.A.**

Milehouse Lane, Wolstanton, Newcastle-under-Lyme, Staffordshire ST5 9JU

t: 01782 742900 www.wolstanton.staffs.sch.uk e: office@wolstanton.staffs.sch.uk

School Letter Leave Agreed (TEMPLATE LETTER)

APPENDIX 2

(Parent/carer(s) name and address)

Ref:

Date:

Dear (Parent/carer(s) name)

Re: Child's name, form and date of birth

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

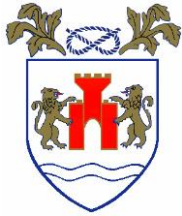
You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and School Academy Council supports this. Therefore pupils will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that your child(ren) (is/are) as successful as possible and (is/are) able to achieve (his/her) full potential. I would, therefore, ask that you support your child in catching up on the time they will miss in school.

Yours sincerely

Mrs T Thomas
Headteacher



Wolstanton High School

A Shaw Education Trust Academy



Headteacher:
Mrs T. Thomas B.Ed.Hons. M.B.A.

Milehouse Lane, Wolstanton, Newcastle-under-Lyme, Staffordshire ST5 9JU

t: 01782 742900 www.wolstanton.staffs.sch.uk e: office@wolstanton.staffs.sch.uk

School Letter Leave Not Agreed (TEMPLATE LETTER)

APPENDIX 3

(Parent/carer(s) name and address)

Ref:

Date:

Dear (Parent/carer(s) name)

Re: Child's name, form and date of birth

Thank you for your letter dated (date) requesting permission for (pupil's name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and School Academy Council supports this; therefore pupils will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council's Code of Conduct.

The Penalty Notice fine would be:

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) (is/are) as successful as possible, (is/are) able to reach (his/her) full potential and gains maximum benefits from (his/her) educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Mrs T Thomas
Headteacher