**THE LAW**

The Education (Pupil Registration England 2006) as amended sets out the law in respect of leave of absence for a pupil during term time.

**Headteacher may not grant any leave of absence during term time unless they are exceptional circumstances.**

Headteachers should determine the number of school days a child can be away from school if the leave is granted.

**An application for leave of absence should be made to the Headteacher by a parent/ carers with whom the child normally resides, giving at least one month’s notice. Application forms are available from the school website.**

A penalty notice can be issued by the Local Authority where leave of absence is not granted but taken. A penalty notice is a fine of £80 payable within 21 days, if unpaid increasing to £160 payable within 28 days. A separate penalty notice will be issued to each parent for each child who has not been granted leave of absence.

A parent is defined under section 576 of the Education Act 1996 as

* Natural parents whether married or not
* Any person, although not a natural parent has parental responsibility for a child.
* Any person who although not a natural parent has care of a child (having care of a child means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in law.)

SCHOOL ATTENDANCE

Leave of Absence in Term Time

*Information for Parents*

**“IS SAVING MONEY MORE IMPORTANT THAN YOUR CHILD’S EDUCATION?”**

As few as 19 missed days over the school year reduces your child’s chances of success. Their SAT results could drop by one grade across all subjects.

Taking leave of absence at critical times such as during testing or at the start of the new school year seriously interrupts your child’s education.

**OFSTED rates your child’s school attendance**

**97%= Good or better**

**96-95% Satisfactory**

**94-91% Inadequate**

**90-86% Cause for concern**

**85% & below serious concern**

S.P.S. expect a every child to have at least 97% attendance at any one time throughout the school year.

 **THE PROCESS**

When considering an application, the Headteacher will have regard to exceptional circumstances which will focus on

* A recent serious illness/ bereavement of an immediate family member
* A member of the armed forces whereby they need to undertake a tour of duty which conflicts with school holidays
* Restrictions on police and fire service leave, where a police officer has specific duties I relation to a national event which conflicts with school holidays

Evidence of the exceptional circumstances will be requested

**The Headteacher’s decision is final.**

Each parent will be notified in writing of the Headteacher’s decision.

When the decision is made not to g rant leave of absence in term time and the leave is taken without prior approval, or without application, S.P.S. will refer the matter to the Local Authority to consider the issue of a penalty notice.

In making its recommendation, S.P.S. will have regard to the penalty notice code of conduct drawn up by the Local Authority which set out measure to ensure consistency in the issuing of penalty notices. More details: www. Redcar-cleveland.gov.uk/attendance & welfare service

Where leave of absence is taken without application, this will be investigated in accordance with school safeguarding and child missing from education procedures and may involve referral to the Local Authority Children’s service and the police. Fines may be issued.

The Education (Pupil Registration, England) Regulation 2006 (as amended) sets out the law in respect of leave of

absence for a pupil during term time.

**An application for leave of absence in term time should be made to the Headteacher by a parent giving at**

**least one month’s notice.**

S.P.S. requires an application for leave of absence in term time to be completed whenever a child is to be absent

from school, for any reason, other than medical absence. This ensures that school is aware of the absence and the

appropriate safeguarding practice has been followed. Where the absence is for medical reasons, a letter,

appointment card or similar is required for the absence to be authorised.

 **A SEPARATE APPLICATION IS REQUIRED FOR EACH CHILD**

 *Where leave of absence is taken without application, this will be investigated in accordance with S.P.S.*

 *safeguarding and child missing from education procedures and may involve a referral to the Local Authority*

 *Children’s services and the police. Fines may be issued.*

 CHILD DETAILS

|  |
| --- |
| Name: Click or tap here to enter Name.Date of birth: Click or tap to enter a date.Year Group: Choose a year group |
| Date requested: | Click or tap to enter a ‘from’ date. | Click or tap to enter a ‘to’ date. |
| Reason for requestClick or tap here to enter text. |

|  |
| --- |
| Name & address of parent(s) with whom the child normally resides:Click or tap here to enter Name & address. |
| Date: Click or tap to enter a date. |
| Signature: |

The Headteacher cannot grant any leave of absence during term time unless there are exceptional circumstances

The exceptional circumstances will focus on

* A recent serious illness/ bereavement of an immediate family member;
* A member of the armed forces whereby they need to undertake a tour of duty which conflicts with school holidays;
* Restrictions on police leave, where a police officer has specific duties in relation to national

event which conflicts with school holidays

Evidence of the exceptional circumstances will be requested.

The Headteacher’s decision is final.

|  |  |
| --- | --- |
| ***For office use only. Please tick.*** |  |
| Attendance to date | Days requested |
| LEAVE AUTHORISEDExceptional circumstance foundReason | LEAVE UNAUTHORISEDOther codeReason |
| Leave deniedExceptional circumstance NOT found |
| Headteacher signatureDate |

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A separate penalty notice will be issued to each parent for each child who has not be granted leave

 of absence.

The penalty notice code of conduct is drawn up by the Local Authority which sets out measure to ensure consistency in

 the issuing of penalty notices. Details are available at [www.redcar-cleveland.gov.uk/attendance&welfareservice](http://www.redcar-cleveland.gov.uk/attendance%26welfareservice)

A response to this request will be provided within 10 days.