

HOCKLEY HEATH ACADEMY

LEAVE OF ABSENCE POLICY

Currently Under Review

1 Introduction

- 1.1 Due to changes in legislation the previous guidance issued by the Solihull Education Welfare Service for Family Holiday request in term time issued in 2005 has been withdrawn. This policy reflects the current legislative framework for parents requesting a leave of absence.
- 1.2 *The Education (Pupil Registration) (England) (Amendment) Regulations 2013* have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor and the proprietor considers that there are exceptional circumstances relating to the application.

2 Procedure for requesting a planned absence

- 2.1 All leave of absence requests will be unauthorised unless the circumstances are exceptional . A parent/carer should complete an absence request form (Appendix 1) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- 2.2 DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- 2.3 If a parent/carer considers they require their child to have a leave of absence for exceptional circumstances they should complete the absence request form which can be obtained from the school office (Appendix 1). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Principal.
- 2.4 Where the Principal is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence or the pupils attendance record, they may use the absence leave calculator (Appendix 4).
- 2.5 A letter confirming that the exceptional request has been authorised/unauthorised will be sent to the parent/carer. (Appendices 2 and 3).

- 2.6 Leave of absence that has not been authorised will be marked as an unauthorised absence on the pupils register. These absences may be referred to the Education Welfare Service for consideration and could result in the issue of a fixed penalty notice.
- 2.7 The Education (Pupil Registration) Regulations 1995 state that where a pupil has been granted extended leave of absence and subsequently fails to return to school within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause, his/her name may, following consultation with the Local Authority, be deleted from the admission register.

HOCKLEY HEATH ACADEMY ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil	Class
Date of Birth	
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Principal (please attach your supporting evidence).	
Address.....	
Leave of absence from date:..... to date	
Number of schools days that your child will be absent from school	
Signature	Date
Name of Parent/Carer	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence Yes / No Attendance %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

Authorised

Unauthorised

Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Principal

cc Class Teacher/File

Unauthorised Leave of Absence Request Standard Letter

TO THE PARENTS OF:

Dear Parents

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

If you decide to go ahead with your proposed leave of absence, (*pupil name*) absence will be marked as unauthorised. I should inform you that unauthorised absences are referred to the Education Welfare Officer who may under certain circumstances consider issuing you with a Penalty Notice in relation to these absences.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely

Principal

c.c. Class Teacher/File

Leave of Absence Calculation Chart

Name of Pupil..... UPN.....

To be used when the Principal is satisfied that the leave of absence request is due to exceptional circumstances but requires further guidance.

	Points Possible	Points
When is the holiday planned for?	September = 2pts May and June= 2pts Other dates = 1pt	
Pupil's attendance level is? (Up until Autumn half term use the % figure from the previous year.)	Less than 70% = 7pts 70% to 85% = 6pts 85% to 90% = 5pts 90% to 94.5% = 4pts More than 94.5% = 2pts	
How close is the pupil to a SATs assessment or other examination?	Non-SATs/Exam Year = 1pt SAT's /Exam Year = 3pts less than 2 weeks = 4pts	
How much absence has already been taken in current academic year?*	8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pt	
Subtotal		
Any special mitigating or aggravating circumstances.	Subtract or add 2 points.	
Details of mitigation/aggravation ...		
Total		
Request for leave where the total is 7 or more <u>should NOT be authorised</u>		
Completed by..... Date.....		