

Student Leave of Absence Policy



Lealands
High School

Student Leave of Absence Policy

(SJW)

Lealands High School

January 2023

Student Leave of Absence Policy & Procedure

Term Time Leave Policy *The school has adopted the following Term Time Leave Policy in conjunction with Leagrave Primary and Pirton Hill Primary*

1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

2. Rationale

The Education (Student Registration) Regulations 2006 have been amended and came into force from 1st September 2013. The amendments remove references to “holiday” from school and extended leave of absence as well as the statutory threshold of ten school days.

HEADTEACHERS MAY NOT GRANT ANY LEAVE OF ABSENCE DURING TERM TIME UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES.

The law does not give any entitlement to parents/carers to take their child on holiday during term

time. Headteachers have the discretion to authorise leave of absence only in **EXCEPTIONAL** circumstances and it is only for the Headteacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents/carers can use for any activities other than school.

Section detailing non exceptional circumstances deleted

3. APPLICATIONS FOR LEAVE OF ABSENCE

Requests must be made in advance or the absence cannot legally be authorised. All requests must be made at least two weeks in advance to the Headteacher by completing the school application form. A parent/carer with whom the child resides must make the application even though the student may not be taking the proposed leave with them. The form must be fully completed, both parents should sign and you will receive a written response confirming if the request will be authorised or not.

If you are travelling abroad you will need to supply the school with confirmation of your return travel tickets. Booking details may be requested at a later date.

4. UNAUTHORISED ABSENCE

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's records. Leave of absence can only be authorised by the Headteacher.

Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Headteacher's authorisation, Luton Local Authority will consider legal intervention. Penalty notices are per parent, per child as appropriate, so if there are 2 parents both will have to pay the fine. Penalty notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per student in an academic year. Second offences could result in immediate prosecution.

Penalty Notices will need to be paid at £120 within 28 days. There is an early payment discount of £60 if paid before 21 days. Part payments are not accepted. There is no appeal process for a penalty notice. Unpaid Penalty Notices result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable.

5. FAILURE TO RETURN TO SCHOOL ON THE DATE EXPECTED

If there is a reason which delays the student in returning to school the parent/carer must inform the school immediately. The school will require evidence of this issue and will then decide whether extended absence is authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may prevent you from receiving unauthorised absence for your child if they are unable to return on the date expected. Each case will be assessed individually and medical evidence from abroad will not be accepted routinely as evidence that a student was unable to attend school.

6. ROLL REMOVAL

A student can be removed from roll in either of these circumstances:

- If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absence from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return and no return date is supplied then the school may remove your child from the school roll and notify the Local Authority accordingly.
- Or if your child has 20 days continuous unauthorised absence and no return date is supplied.