

# STANBURN PRIMARY SCHOOL



## Exceptional Leave of Absence Policy

Head Teacher: Ms E D'Souza

Reviewed: September 2024

Date for Review: September 2026

## Exceptional Leave of Absence Requests During Term Time

**The Law does not give any entitlement to parents to take their child on holiday during term time.**

Any application for leave must be in truly exceptional circumstances. Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances.

The School expects family holidays to be taken out of school term times. All such absences in term time are deemed as '**Unauthorised Absences**'.

Requests for term time leave for family matters and holidays must be made prior to making any travel and accommodation bookings. Parents/carers must complete a request form, available from the school office. The school will then decide on each case. As stated above, holidays during term time will **not** be authorised.

Please remember that taking holidays in term time will affect your child's schooling and that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. *(If your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.)*

Headteachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances. The decision to authorise leave in term time for exceptional circumstances is at the discretion of the Headteacher. It is important to understand the circumstances when leave in term time will not be agreed by the school:

- Immediately before and during assessment periods
- Where a pupil's attendance record already includes any level of unauthorised absence
- Where a pupil's attendance rate is already below 97% or, will fall to or below that level as a result of taking leave in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as an Education Penalty Notice.

## The Fixed Penalty Notices (England)

Unauthorised, persistent absence from school, or persistent lateness may result in the Local Authority issuing a Fixed Penalty Notice (FPN). Further information can be found at:

## **Guidance to Exceptional Leave of Absence Requests:**

Our school will take into account the following when considering a request for exceptional leave:

- the amount of time requested
- age of the pupil and the year group they are in
- the pupil's attendance/punctuality record
- proximity of SATs and public examinations
- length of the proposed leave
- pupil's ability to catch up the work
- pupil's educational needs
- general welfare of the pupil
- exceptional circumstances of the request / purpose of leave
- when the request was made

Leave which is taken for the following reasons will not be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays
- Overlap with beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays

Exceptional circumstances will be considered on an individual basis at the discretion of the Headteacher. The Headteacher will only grant one holiday period absence during a child's education at Stanburn.

## **Things to remember**

- You can only allow your child to miss school if he or she is ill, or if you have advance permission from the school when the request was made
- Absence requests will only be granted in exceptional circumstances
- You can be fined for taking your child out of school without advance permission from the school

Please don't hesitate to contact the school if you have any questions.



**STANBURN PRIMARY SCHOOL**  
**Harrow Local Authority**  
**Request for Leave of Absence during Term Time**

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between attendance figures and achievement in examinations.

The school will only grant leave in term time in the most exceptional circumstances and evidence will be required in these circumstances.

Leave taken without permission of the Head Teacher will be recorded as unauthorised and may incur a fine implemented by the Local Authority.

Extended leave may result in your child being removed from the school roll.

Name of Child: <i>(please print)</i>	
Date of Birth:	Class:
Full names of parents/carers: <i>(please print)</i>	
Address:	
Tel No:	Emergency Contact No:
Reason for Absence:	
Destination:	1 <sup>st</sup> Day of Absence
Length of Absence: (school days)	Date due back in school:

***I have read and understood the above information***

Parent/carer's signature:	Date:
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***To be completed by school***

Date of meeting with parent/carer:	Leave Authorised/Unauthorised:
Leadership signature:	Date: