




Attendance & Term Time Leave of Absence Policy

Reviewed: September 2021

Version	Sept 21		
Procedure Adopted By:	Bramingham Primary School Full Governing Body		
Procedure Sign off by (Print Name)	Barbara Robinson Chair of Governors	Signature:	
Date:	28.9.2021		
Review date:	September 2022		

Attendance & Term Time Leave of Absence Policy

Attendance

We believe that we should encourage children to develop good habits of punctuality and regular attendance. To assist in this, a weekly trophy is awarded to the class with the best attendance. Certificates for 100% attendance are awarded annually to individual pupils.

Absences

All absences must be accounted for by the child's parent/guardian. The school operates a First Day Calling system for reporting pupil absences (other than previously agreed absence). Please note that failure to contact the school may result in an unauthorised absence being recorded for a child.

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. The amendments remove references to 'holiday' from school and ex-tended leave of absence as well as the statutory threshold of ten school days. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher 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 can use for any activities other than school.

Leave of absence will not be authorised in the following circumstances:

- Pupil's attendance is less than 97% in the current and previous academic years
- During SATs or other public examination years
- In a transition year
- At the beginning of any academic year
- Retrospectively
- If there are any other academic concerns such as poor punctuality, pupil's ability to catch up on the work missed etc
- If leave of absence has already been taken in the same school year

We will also take into account the following:

The pupil's general absence/attendance record, e.g., unauthorised absence

- Proximity of SATs and public examinations

- Amount of time requested
- Age of the pupil
- Length of the proposed leave
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity; and
- When the request was made

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 Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed, and you will receive a written response confirming if the request will be authorised or not.

If leave is granted and you are travelling abroad you will need to supply us with confirmation of your return flight tickets, such as bringing a copy of the flight tickets into the school reception.

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 school records. Leave of absence can only be authorised by the Head Teacher.

Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, Luton Local Authority will issue a Penalty Notice. In these circumstances a warning will not be given. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place. Penalty Notices are per parent, per child as appropriate, so if there are 2 parents both will need to pay the fine. From 1 September 2013 penalty notices will need to be paid within 21 days at £60 or £120 within 28 days. Unpaid Penalty Notices will result in prosecution for the absence in the magistrate's court.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision to impose a penalty for this.

Failure to return to school on the date expected

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be 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 and being fined 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 pupil was unable to attend school.

Roll Removal

A Pupil 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 absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return, 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.

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MEETING INDIVIDUAL NEEDS... TO THE BEST OF OUR ABILITY



Term Time Leave of Absence Request Form

(This should be completed before booking any travel arrangements)

Dear Parent

Thank you for your request for term time leave of absence. Please ensure you have read and understood the schools 'Term Time Leave of Absence' policy.

To be completed by the Parent

Pupil's Name _____ Class _____

Address _____

Date of birth _____

Date of absence request from ____/____/____ to ____/____/____

Reason for application _____

1st Parent details

First name _____

Surname _____

Address _____

Contact number _____

Date of application ____/____/____

2nd Parent details

First name _____

Surname _____

Address _____

Contact number _____

I have read and understood the schools Leave of Absence Policy document

Name _____

Parent signature _____

Date _____

Miss P Sutton JOINT HEADTEACHER (In acting capacity) Assessment & Maths Coordinator

Mrs S Bains JOINT HEADTEACHER (In acting capacity) Special Educational Needs Coordinator (SENCO)

To contact either Headteacher please email headteacher@bramingham.net



For any leave, the following must be completed

Travelling abroad? Yes/No Country _____ Return date: ____/____/____

Proof of return date (*tickets/e mail etc*) to be provided _____

FOR SCHOOL USE ONLY

Current attendance (must be at least 97%) _____ No of term days requested _____

Previous attendance (must be at least 97%) _____

SATs Year Yes ☐ No ☐

Leave requested for the beginning of an academic year (September)

Yes ☐ No ☐

If the child has had previous term time leave, please state dates and number of days taken

Schools' decision: ☐ **DAYS AUTHORISED** / ☐ **DAYS UNAUTHORISED**

Reasons for school's decision _____

Signed _____

Date _____

Letter sent to parent on
