

HUTTOFT PRIMARY SCHOOL (Academy)

PUPIL LEAVE OF ABSENCE IN TERM TIME POLICY

Reviewed: Spring Term 2017

Parents do not have an automatic right to take their child out of school. Parents wishing to do so are to be discouraged due to the adverse effect this can have on a child's academic progress and achievement. Huttoft Primary School will therefore apply the following policy on dealing with requests for leave during term time.

There are 190 statutory school days in each academic year. This means that there are 175 other days which parents can use to take leave without affecting their child's education. The presumption must be that term time leave will not be granted in the majority of cases.

Authorisation for leave will **not** be given under any of the following circumstances:

- Pupils' attendance is less than 95% authorised in the current academic year
- Pupils' attendance was below 95% authorised in the previous academic year
- Pupil is in an 'End of Key Stage year' i.e., Year 2 or Year 6
- At the start of any academic year
- Retrospectively
- If there are any other attendance concerns, including punctuality and unauthorised attendance

The following examples are not considered to be exceptional circumstances for term time leave and therefore will not be authorised:

- Going on holiday
- Preference of holiday dates/cheaper holiday
- Overlap with beginning or end of term
- Relatives getting married overseas
- Preference for undergoing medical treatment
- Religious events abroad (as opposed to religious observances)
- Poor weather conditions at certain times
- Alternative travel arrangements not being fully utilised, resulting in a delayed return to school

Examples of exceptional circumstances for term time leave which the Headteacher **may** consider authorising (but is not obliged to):

- Close family member bereavement (up to 3 days)
- Immediate family member wedding (up to 5 days if travel abroad is involved)
- Immediate family member funeral (up to 3 days)
- Unavoidable delay in travel arrangements due to adverse weather conditions e.g., volcanic ash
- Proven parental employment restrictions
- Unavoidable delay in travel due to being deemed unfit to travel by a medical practitioner, with proof provided to the school for the period of the absence

N.B: This pre-supposes that some leave has already been granted

All of the above will be considered by the Headteacher, but not necessarily authorised, on an individual basis following this guidance:-

- The school having sight of the original booking arrangements for flight details pertaining to 'exceptional reason' for going abroad
- Where leave taken, despite being unauthorised, is extended through ill health, it will remain unauthorised

Notes:

- The school will inform the parent in writing of the Headteacher's decision regarding a request for leave of absence
- If a pupil incurs 20 consecutive days (40 sessions) of unauthorised term time leave the pupil may be removed from the school roll. This removal will follow reasonable enquiries to the Local Authority as to the whereabouts of the pupil
- If leave has been authorised but the pupil then fails to attend school within the 10 school days immediately following this time the pupil may be removed from the school roll – as above
- The school will publish term time dates as soon as practically possible and always at least one year in advance