

Request for Leave of Absence During Term-Time

Advice Leaflet



Executive Principal

Mr A Roberts

Head of School

Miss L Hall

Attendance Officer

Miss D Element (Central)

Mrs S Arkle (Bothal)



BOTHAL PRIMARY



CENTRAL PRIMARY

What are my rights?

From 1st September 2013 new guidance issued by the Department for Education (DfE) will apply to all requested absences in term-time. An absence during term time, including family holidays, is not a right. Any absence from school disrupts a child's learning. In addition, children returning from a term-time absence generally require additional time from teachers to catch up on the teaching they have missed. This can have an impact on the education of other pupils in their class. Therefore, the DfE only allows a Headteacher the discretion to authorise an absence if they believe that there are exceptional circumstances.

What are exceptional circumstances?

The Law does allow Headteachers to consider individual requests to authorise Leave of Absence in Exceptional Circumstances.

The Headteacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

What circumstances are not exceptional?

These include:

- a) the availability of cheap holidays;
- b) an absence or holiday paid for, or booked, by someone else;
- c) an overlap with beginning/end of term;
- d) a mix-up in term dates.

This list is not exhaustive.

How do I request an absence?

The school will provide you with an absence request form which you should complete and return at least 14 days before the proposed absence.

The Executive Principal will then make the decision whether the absence is considered to be an exceptional circumstance. If it is considered not to be an exceptional circumstance it will be unauthorised. That decision will be relayed to you by the school. If the absence has been authorised, because of exceptional circumstances, you must ensure you return on the date you have specified. The absence will then be recorded as an authorised absence and coded accordingly.

What if my request is not authorised?

If you feel you have exceptional circumstances, have you ensured that the school are fully aware of these? Have you supplied all information and any supporting documentation? If you have any queries in relation to why your absence was unauthorised you must refer these to the Executive Principal, not the issuing authority.

What if the unauthorised absence is taken?

The school may request the local authority to issue a Penalty Notice. This leaflet reflects the guidelines for the issue of Penalty Notices as set out in the DfE guidance on parental responsibility measures for school attendance and behaviour 2013 summarising the Antisocial Behaviour Act 2003 and subsequent amendments.

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The school will request the local authority to issue a Penalty Notice. See below.

Legislation

This leaflet reflects the guidelines for the issue of Penalty Notices as set out in the DfE guidance on parental responsibility measures for school attendance and behaviour 2013 summarising the Antisocial Behaviour Act 2003 and subsequent amendments.

Penalty Notices

Failure of a parent to ensure their child's attendance is an offence under Section 444 of the Education Act 1996. If the reasons given for a child's absence from school are not satisfactory then the Local Authority may take legal proceedings against a parent for their failure to comply with the law. This may result in:

A Penalty Notice requiring a payment of £60 (per parent per child) within 21 days of the receipt of the Notice, rising to £120 if paid after 21 days but within 28 days.

If the penalty notice for the leave of absence is not paid in full by the end of the 28-day period, the Local Authority may prosecute for the offence to which the notice applies.