



Leave of Absence During Term Time 2017-18 Information for Parents



In September 2013, the Government introduced some significant changes to attendance regulations for pupils at school. The regulations will continue to apply during this academic year (2017/2018). If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

The most important of these is in relation to term-time leave of absence. The amendments set out in Education (Pupil Registration) (England) (Amendment) Regulations 2013, govern all requests for leave within term-time. When considering such requests for a leave of absence, the school are obliged to act within the law. Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s). It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of

The amended regulations removed references to 'holiday' and 'extended leave', as well as the statutory threshold of 10 school days. It is now clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for. Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

The Government has not defined 'exceptional circumstances' as referred to in the 2013 Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices. It is for the Head Teacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

The school can only consider Leave of Absence requests which are made by the 'resident' parent. Each application for a leave of absence will be considered on a case by case basis and on its own merits. Your child's progress academically as well as socially is our shared priority.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application.

Student Absence Procedure

If a student is absent, please call the 24 hour Absence Line daily on 01926 645 611 and leave a brief message stating their name, tutor group and reason.

When the student returns to school please provide written confirmation of the date(s) and reason they were absent.

Medical/Dental Appointment

If a student will not be present during morning registration due to a medical/dental appointment, please provide Student Services with written notice of the appointment prior to the event.