



# Brickhouse Primary School

## Leave of Absence Policy

*(For all Leave of Absence Requests during Term Time)*

The law states that parents should **NOT** normally take their children out of school in term time, as it can be disruptive both to the child's education and to the school. Brickhouse Primary School does not authorise term time holidays - unless in exceptional circumstances - and these can only be agreed by the Headteacher. Schools can use their discretion to grant authorised absence in a school year **if both the following apply:**

- *The parent the child normally lives with applies to the school in advance of the holiday in writing (at least 10 school days prior to the holiday)*
- *There are 'exceptional circumstances' for the holiday.*

Schools can only agree leave of absence requests within a school year in exceptional circumstances and this will be taken on a case-by-case basis as well as considering proportionality of unauthorised absence including previous requests (including those of 10 days or more)

**The Governing Body of the school supports this and will only authorise holidays:**

- *in exceptional /special circumstances (examples listed below)*
- *after considering the child's attendance at the time of request for the academic year.*

Special reasons or exceptional circumstances we **may** agree to:

- A visit to a relative with a terminal illness in a different country
- The death of a person close relative to the family (in or out of the country)
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- Holidays for fostering or adoption purposes

- Religious observance (In this instance the School Extended Holiday Policy will be activated)
- To attend a wedding of a person close to the family.
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Where there are exceptional and unforeseen circumstances that fall outside the above, the Head teacher agrees to consult with the LA and/or Governing Body prior to any authorisation being given to the parent.

If a request meets the above exceptional circumstances but falls within the following times, the Head teacher must be convinced that absence from school is the **only** option:

- *The first half term of any academic year (applies to all pupils)*
- *Year six-transition day (for pupils in year six)*
- *Year six SATs week (for pupils in year six)*
- *During end of Key Stage 1 assessments (for pupils in Year 2)*
- *During the Phonics screening (for pupils in Year 1 and some Year 2)*
- *During the Year 4 Multiplication Tests (for pupils in Year 4)*
- *At any time specified by the school (this will be communicated to parents by each school)*

**The school will not agree or consider the following leave of absence requests:**

- If an application is made because it is a cheap holiday and the booking has been made in advance anyway.
- If the application is based on the ability to have a desired accommodation
- Poor weather experienced in school holiday periods
- There is an overlap with the beginning or end of term
- Another sibling from a secondary school has time off school and the school holidays do not coincide.
- A special treat for your child
- Where a parent has inflexible patterns in their career that do not coincide with the school holidays.
- If the application form is incomplete
- If the request is put into school later than 10 school days prior to the absence

**As a school we will also take into consideration the following when deciding on the authorisation of your request.**

- There must be only **one request for the academic year**. If one holiday has been taken, we will not authorise another.
- The ability of your child to catch up with the work they will miss.
- Your child's current attendance levels

The above are **not definitive** lists but merely to be deemed as a guideline to work to and are now the basis of our school policy. All children of compulsory school age (5 to 16) should receive suitable education by regular attendance at school. If a child is registered at school, parents have the primary legal responsibility for ensuring that the child attends regularly. Prosecutions, fixed penalty notices and other sanctions may be imposed for the minority of parents (see below) who are simply unwilling to engage voluntarily with the school and/or Local Authority to address their children's attendance issues – **this includes unauthorised holidays**.

**Please note:**

*Should parents still decide to take their children out of school during term time, a "Leave of Absence" form must be collected from the office. This form must be **FULLY completed** on BOTH SIDES, and handed into school **at least 10 school days before the absence**.*

*Parents will be informed in writing within 5 days of the Headteacher's decision to authorise or unauthorise the request. Where the absence is recorded as "unauthorised", in line with legislation and our school attendance policy we, as a school, may refer this to the Attendance & Prosecution Service. Such a referral may lead to a Penalty Notice being issued which is £60 per parent per child, rising to £120 per parent per child if not paid within 21 days.*

*Government legislation (2013) also now allows schools to take into consideration **any holidays taken in previous academic years**, which can now be included as evidence towards penalty notices issued by the local authority.*

The impact of a holiday in term time is significant on your child's attainment and every lesson does count. Please consider this and the above information carefully before planning or even applying for a holiday in term time. As stated, all requests must be made via our Leave of Absence Form, which is available from the school office.

Date: September 2023

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