



Little Lever School

learning together, achieving together

LEAVE OF ABSENCE - PUPILS

**REVIEWED BY THE PUPIL
WELFARE & COMMUNITY COMMITTEE:**

**REVIEWED (& ratified) BY THE FULL
GOVERNING BODY:**

11th July 2013

celebrating achievement and success

PUPIL LEAVE OF ABSENCE IN TERM TIME POLICY

INTRODUCTION

The direct correlation between attendance and attainment is undeniable. Absence from school interrupts teaching and learning and compromises the progress of the absentee. Little Lever School strongly discourages leave of absence in term time.

LEGAL CONTEXT

Regulations issued by the Department for Education state clearly that Headteacher's' are not able to grant leave of absence during term time unless there are **exceptional circumstances**. These are special, one off reasons where, in the judgement of the Headteacher, a pupil will benefit from being granted a period of leave of absence. The Headteacher has discretion over the duration of any leave of absence that may be granted.

Making Requests for Leave

If a parent/carer believes there are exceptional circumstances why their child should be granted leave of absence they should apply in writing to the Headteacher at least four weeks prior to the requested period of absence. Under no circumstances will leave of absence be granted during extremely important parts of the school year. This includes the first week of the school year in September and all periods of external and internal examinations and assessments.

Responding to Requests

The School will respond to all requests for leave of absence in writing explaining the decision of the Headteacher. On the rare occasions when permission for leave of absence is granted the letter will clearly state the date when the pupil is expected to return to school.

Marking the Register

Registers will be marked as follows:

“H” for authorised leave of absence

“G” for unauthorised leave of absence

Unauthorised Leave of Absence and Legal Consequences

Absence will not be authorised when leave is taken without advance request, or leave is taken despite an advance request being refused. Should a pupil be absent for 20 school sessions (the equivalent of 10 school days) or longer parents/carers could face a fine of up to £120. This will be issued under the terms of the Education (Penalty Notices)(England) Regulations 2007.

If a Pupil Fails to Return from Leave of Absence

In the event that a pupil fails to return the school will make reasonable enquiries to locate the pupil and determine whether or not there is a good reason for continued absence (such as disrupted travel arrangements or illness).

When there is a good reason for continued absence it will be recorded in the register. When there is not a good reason for continued absence it will be marked as unauthorised and parents/carers will be reminded of legal sanctions and the possible deletion of their child from the register.

When a pupil cannot be located, or when there is not a good reason for continued absence the school can consider deleting a pupil from the register. If a pupil has not returned to school 10 days after the expected return date the school will write to the parent/carer giving a further 10 days' notice. If the pupil still has not returned after this additional 10 day notice period the school will seek authorisation from the Local Authority before taking the pupil off roll. At this stage the Local Authority will initiate missing child procedures.