

St Laurence's Leave of Absence Policy

1. Aims

The aim of the policy is to set out the way in which St Laurence's monitors and promotes the attendance and punctuality of its pupils. St Laurence's is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that leave of absence will not be taken in school time other than in exceptional circumstances. Absence during term time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

2. Legal Context

From 1st September 2013 The Education (Pupil Registration England Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

3. Leave of Absence

In exceptional circumstances St Laurence's will consider a request for leave of absence for one period of absence during the academic year.

4. Exceptional Circumstances

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances.

The following are examples of exceptional circumstances

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- Unavoidable circumstances e.g the parent/carer has inflexible leave allocation and this has been confirmed by the employer
- Leave of absence connected to children of service personnel

5.Additional Information

St Laurence's will ensure that all parents/carers will have access to the Leave of Absence Policy which forms part of the school attendance policy.

- Parents/carers will be required to complete a leave of absence request form available from the school office and return it to school.
- Where possible parents/carers should submit the request 4 weeks prior to the date of the leave of absence.
- Parents/carers may be required to attend an interview at school to discuss their request for a leave of absence.
- Parents/carers will be notified of the outcome of their application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, an unauthorised absence will be recorded.

Where a pupil is absent from school without permission the school may issue a fixed Penalty Warning Notice. Further incidents of unauthorised absence after this would then result in a fixed Penalty Notice which is £60 per child. If the notice remains unpaid after 21 days the penalty increases to £120.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

This policy after consultation with Governors will form part of St Laurence's School attendance policy.