



Victoria Road Primary School Leave of Absence Policy

Signed:..... Head Teacher

Signed:..... Chair of Governors

Reviewed and Amended: Sept 2023

This Policy will be reviewed: Sept 2026

LEAVE OF ABSENCE POLICY

1. Aims

The aim of this policy is to set out the way in which Victoria Road Primary School monitors and promotes the attendance and punctuality of its pupils. Victoria Road Primary School 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. The Law

From 1 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 Victoria Road Primary School 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 may be 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.
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a leave of absence is deemed appropriate.
- Leave of absence for children of serving members of the Armed Forces.

5. Additional Information

Victoria Road Primary School will ensure that all parents/carers receive a copy of this 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 on the School App and return it to school via the School App
- Parents/carers may be required to attend an interview with Mrs Roberts (Head teacher) to discuss their request for a leave of absence.
- Parents/carers will normally be notified of the outcome of their application for a leave of absence within 10 school days of the date of the application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'G' this will mean that the absence has been recorded on the school attendance register as an unauthorised holiday.

Where a pupil is absent from school without permission of the school, the parent/carer of the pupil may be issued with a £60.00 Penalty Notice per parent 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 parents/carers and Governors will form part of Victoria Road Primary School attendance policy.