

Hasland Junior School

Policy on authorising request for leave of absence

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

In accordance with The 2013 Pupil Registration Regulations the Headteacher at Hasland Junior School will determine whether a request for absence is authorised on the grounds of exceptional circumstances or not.

Exceptional Circumstances may include:

- **Family Weddings**
- **Family Funerals**
- **Prison Visits**

Where requests come into school for the purpose of a family holiday, these too will only be authorised in “**exceptional circumstances**”.

To judge whether a request is seen as ‘exceptional’, all applications for leave of absence are considered by a panel of at least three people, two of which are governors. Each request will be judged on its own merits and based on the information provided by the parent.

Any requests should be made using the ‘Leave of Absence Request Form’, (which is available to download from the school website or from the school office), and returned to the school office for consideration prior to any holiday/leave arrangements being made.

Parents are also advised to talk to the school before decisions are made.

Parents are advised that the cost of a Penalty Notice, should leave be taken which is NOT authorised, is currently £120 to be paid with 28 days. The cost reduces to £60 if paid within 21 days. (Where 2 parents are issued with penalty notices for the same child, the fine will apply to both parents and the cost doubles). If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.

See Appendix 1: Letter to parents – ‘Important Information Unauthorised Leave of Absence During Term Time’.

Reviewed: June 2017