

**Hasland Junior School**  
**Policy on authorising request for leave of absence**

Leave of absence will only be authorised in exceptional circumstances such as:

- 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.

When requests for leave of absence for the purpose of family holidays are considered, the following applies:

- If a child has above 94% attendance (calculated over the previous 12 months) and taking them out of school for the purpose of a family holiday does not mean, that on their return, their attendance will have dropped below 94%, school WILL NOT authorise the absence but a penalty notice WILL NOT be issued by the Local Authority.
- If a child has below 94% attendance, (calculated over the past 12 months) school WILL NOT be able to authorise leave of absence for the purpose of a family holiday, a penalty notice WILL be issued by the Local Authority.
- If a child has above 94% attendance, (calculated over the past 12 months) but taking them out of school for the purpose of a family holiday will mean, that on their return, their attendance will have dropped below 94%, school WILL NOT authorise the absence and a penalty notice WILL be issued by the Local Authority.
- Parents are advised to talk to the school to get up to date attendance figures before decisions are made.

The cost of a Penalty Notice is currently £120 to be paid within 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).