

## APPLICATION FOR LEAVE OF ABSENCE

Here at St Monica Primary School regular attendance and punctuality are recognised as being key to secure good pupil outcomes.

Leave of absence requests will not automatically be authorised. There is not an automatic entitlement for any family holidays or leave of absence during term time. Parents have a legal duty to ensure regular and punctual attendance by their child at school. Holidays should be taken during the school holiday period.

The Head Teacher will consider each request on its merits but will usually only agree to leave in exceptional circumstances. The most important considerations are:

- Whether the leave of absence could be taken during periods of normal school holiday
- Whether the student is subject to any examinations during the academic year concerned and achievement may be adversely affected
- Whether due consideration has been given to the timing of the leave of absence, e.g. at the start of a new term
- The pupil's current level of attendance
- No authorised absence will be given during KS1 or KS2 SAT's periods, this will include all siblings within the family

Parents must apply in writing to the Head Teacher at least three weeks in advance of the planned leave of absence. An application form is available from the school office. After receiving and processing an application a letter will be sent to Parents/Carers acknowledging the application. Parents will be asked to come into school to meet with the Head Teacher and Attendance Officer (where 5 days or more have been requested) before a final decision is made.

Any requests for leave of absence that have not been agreed by the school, but are subsequently taken will put parents at risk of a Penalty Notice or prosecution.

In cases where a leave of absence request is declined the school will enter a "G" code in the register which denotes an unauthorised absence.

### Fixed Penalty Notices

Fixed Penalty Notices (whereby Parents/Carers will receive a fine) were brought in by Southampton LA in September 2005 as an alternative to prosecution. All students who have 10 instances of unauthorised attendance (i.e. 5 days) may be liable. A full copy of the LA's Code of Conduct for the use of Penalty Notices in Cases of Non-Attendance at School can be obtained from the school.

Please note the following: -

- Applications should be made at least 3 weeks in advance.
- Parents are strongly advised to apply for leave of absence before they confirm their arrangements.
- Any requests for leave of absence that are not granted, but subsequently taken, will result in the absence being recorded as unauthorised.
- Unauthorised absence may result in the issue of a Fixed Penalty Notice to each parent, for each child absent.
- Unauthorised absence may result in a referral to the Education Welfare Service and can lead to prosecution.
- If a pupil does not return to school on the agreed date and no communication is received from parents, the pupil may be removed from the school roll.
- Under no circumstances will a request for leave of absence in term time be authorised after it has taken place.
- The Headteacher will notify you of a decision within 10 days of the receipt of this form.
- A separate application must be made to each of the schools your children attend.

A copy of the School Attendance Policy can be obtained from the school office and includes the arrangements for term-time leave of absence in more detail.