

What does this mean to you?
If you remove your child from school for an unauthorised leave.

Sheffield Education Authority can take legal action against you.

This could lead to:

- A penalty notice
- Fines
- Education supervising order
- Parenting order

If you have a problem with your child's attendance talk to us, we can help to sort it out.

The following people can be contacted regarding attendance

For school staff

Please telephone

0114 2554619

Executive Head

Mrs S Arnold

Head of School

Mrs S Fox

Inclusion Manager

Mrs L Fotheringham

Learning Mentor

Mrs R Watson

WPS

Woodseats Primary School

Chesterfield Road
Sheffield
S8 0SB

Phone: 0114 2554619

E-mail: enquiries@woodseats.sheffield.sch.uk

Woodseats Primary School

TERM TIME LEAVE OF ABSENCE REQUESTS

*ATTENDANCE IMPROVES
ACHIEVEMENT*



TEL: 0114 255 4619

A term time leave request can only be considered in exceptional circumstances. New guidelines state that only the following may be considered as a special circumstance or exceptional circumstance.

- ◆ Death of a close family member
- ◆ Critical or life threatening illness of a parent or sibling



- ◆ Once in a lifetime opportunities
- ◆ An event of religious significance

Please note family weddings or holidays to visit family do not qualify as exceptional circumstances.



THE PROCEDURES TO BE FOLLOWED WHEN MAKING A REQUEST ARE:

- * The request should be made at least 20 days prior to departure
- * Consideration should have been given to minimize the impact on the child's learning
- * A request for the minimum time necessary is being made to deal with the exceptional circumstance
- * Consideration needs to have been given to alternative care for the child
- * A meeting should be held between school and parents to gain approval prior to any bookings being made.

Woodseats Primary School

Chesterfield Road
Sheffield
S8 0SB

Phone: 0114 2554619

E-mail: enquiries@woodseats.sheffield.sch.uk

WHEN CONSIDERING A REQUEST THE SCHOOL WILL TAKE INTO ACCOUNT THE FOLLOWING:

- ◆ Current attendance level
- ◆ Any leave requests from previous years
- ◆ The impact of any current or planned interventions, assessments or referrals for the child or family e.g. social care, family support, CAHMS, SEN
- ◆ The duration of and academic timing of the leave requested
- ◆ The exceptional circumstances of the request

You will receive notification in writing within ten school days of the request being considered.