



Low Moor C. of E. Primary School

Aiming for Excellence

PUPIL LEAVE OF ABSENCE POLICY

Reviewed by: Strategic Planning Committee

Date of meeting: 29th November 2018

Approved by: Full Governing Body

Date of meeting: 6th December 2018

Signature:-

Position: Chair of Governing Body

Date:-

Next review date: December 2020

LOW MOOR C. of E. PRIMARY SCHOOL - PUPIL LEAVE OF ABSENCE POLICY

Low Moor C. of E. Primary School is committed to raising standards and ensuring that all pupils reach their maximum potential. We believe that this is achieved through good quality teaching and regular school attendance.

Leave of Absence during Term Time

Low Moor C. of E. Primary School will not grant any leave of absence during term time unless there are exceptional circumstances, for example: family bereavement, visiting a parent employed in the armed forces, or an emergency.

Requests by Parents

- A request for leave of absence must be made by the parent with whom the pupil normally resides;
- Requests for leave of absence should be made in writing to the Headteacher;
- The request will be considered by the Headteacher and a written response will be returned to the parents either granting or declining the request.

Granting Requests

- Requests will only be granted in exceptional circumstances e.g. bereavement, visit to a parent employed in the armed forces, emergency;
- Each request will be considered on its merits;
- Up to five days' leave will be granted to visit a parent employed in the armed forces;
- Up to five days will be granted depending on the bereavement circumstances and location;
- If leave of absence is taken without consultation and school authorisation, then the absence by definition is unauthorised. This could result in a referral to the Education Social Work Service and the issue of a fixed penalty notice.
- Absence due to illness will be authorised unless we have genuine cause for concern about the veracity of an illness. In such cases, school will request medical evidence to support the absence.

Penalty Notice Fines from September 2013

Penalty Notice fines of £60 may be issued per parent per child (e.g. Father and Mother taking 3 children out of school without permission will face a fine of £360).

21 days are allowed for the payment of £60 and if not paid the fine doubles to £120 and a further 7 days are allowed for payment. If the Penalty Notice fine is not paid, then Children's Services may take the matter before the magistrates' court and parents will be charged with failing to ensure their child's regular attendance at school. This could result in a fine of up to £1000 per parent and a criminal conviction.

Related policies

School Attendance and Pupil Registration Policy

APPROVED