

# KIRKBY HIGH SCHOOL



## LEAVE OF ABSENCE POLICY

## **1. Aims**

The aim of this policy is to set out the way in which Kirkby High School monitors and promotes the attendance and punctuality of its pupils. Kirkby High School is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of Parents/Carers by ensuring that leave of absence will not be taken in school time, other than in exceptional circumstances. Absence during term time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of pupils.

## **2. Legal Context**

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances

## **3. Leave of Absence**

In exceptional circumstances Kirkby High School will consider a request for leave of absence for one period of absence during the academic year.

## **4. Exceptional Circumstances**

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances

### ***The following are examples of exceptional circumstances:***

- There has been bereavement or serious illness in the family and a leave of absence is deemed appropriate.
- Leave of absence connected to children of service personnel.

## **5. Additional Information**

Kirkby High School will ensure that all Parents/Carers receive a copy of this Leave of Absence Policy on request which forms part of the school attendance policy.

- Parents/Carers will be required to complete a leave of absence request form available from the Attendance Office and return it to school.
- Parents/Carers should submit the request 3 weeks prior to the date of the leave absence where possible
- Parents/Carers may be required to attend an interview in school discuss their request for a leave of absence.

- Parents/Carers will normally be notified of the outcome of their application for a leave of absence within 5 school days of the date of the application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'G' this will mean that the absence has been recorded on the school attendance register as unauthorised.

Where a pupil is absent from school without permission of the school, the Parent/Carer of the pupil may be issued with a £120.00 Penalty Notice. If the notice is paid before 21 days the penalty decreases to £60.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

This policy will form part of Kirkby High School's attendance policy.

## Appendix 1

«salutation»

«address\_block»

«date\_of\_printing»

**«chosen\_forename» «chosen\_surname» «reg»**

Dear «salutation»

Thank you for your request for a leave of absence from school for «chosen\_forename».

I regret to inform you that in line with current Government legislation the Headteacher is unable to agree to your request as it does not indicate exceptional circumstances.

Should you remove «chosen\_forename» from school the absence will be classed as unauthorised leave and we are required to inform the Local Authority who will then consider if any legal action or the issue of a Penalty Notice Fine is appropriate.

Whilst we understand that you may be disappointed by the decision, we trust that you understand that it has been taken with your child's best interest in mind.

If you have any queries or wish to discuss this matter further please contact me at the school attendance office.

Yours sincerely

Mrs N Abley  
Attendance Manager