

Parent/Carer Requests for Leave of Absence - Local Procedure (Local)

Last Updated Thursday 29th June 2017

This procedure applies to pupils at Mount Street Academy, Lincoln Carlton Academy and Benjamin Adlard Primary School.

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1. Notification of Procedure

- Government expectations are that all statutory school-aged pupils should have an attendance of 96% or above.
- Our school will monitor poor attendance and follow the Early Help format, which aims to offer support to parents/carers and pupils, to increase attendance at school.
- **The school does not authorise holidays taken during term time.** We will inform parents at least annually of the schools stance on holidays in term time. E.g. In Newsletters, on the school website, on Early Help Assessments and at open days and parents' evenings. School holiday dates are listed on the school website.
- Parents/Carers of children joining our schools, will be asked to sign a home-school agreement stating that they will not take their children out of school during school term time.
- The school has a 'Leave of Absence request form' which **MUST** be completed if there are circumstances in which a child needs to be absent from school during term time for other reasons.
- As of April 2017 parents can be prosecuted for taking holidays in school term time.

2. Request for Leave of Absence

- A Leave of Absence form must be completed, signed by parents and passed to the school office, if possible, two weeks prior to the intended leave.
- The school office passes this form to a member of the Attendance Team who will calculate the previous attendance record (last 12 months) and assess the individual circumstances.
- The Attendance Team will share this information with the Headteacher/Head of School who will then make the decision whether to authorise/unauthorise the absence, or

pursue a Fixed Penalty Notice (FPN).

- The school office will then send letter of response, if possible, at least 2 days before the requested leave.
- In the event that a Leave of Absence request has not been made in advance of a period of absence, the parents/carers will be asked to attend an Attendance Meeting, and informed of the procedure. This may result in a Fixed Penalty Notice Warning.

3. Issuing Fixed Penalty Notices

- Should parents not engage with the support offered, and attendance reaches levels significantly below Government guidelines, then a Fixed Penalty Warning will be issued.
- Should a child's attendance be significantly below Government guidelines after taking a Leave of Absence, then a Fixed Penalty Warning may be issued. E.g. After 1 holiday parents may be issued with a warning allowing a fixed penalty fine to be issued should they take a second holiday in the same academic year.
- Should a holiday, coupled with poor attendance, result in an unacceptable level of attendance, then a Fixed Penalty Notice (FPN) Warning will be issued.
- Should the need arise to issue a fixed penalty notice, then we will seek advice from the Local Authority with regard to proceeding.
- If the Local Authority feels this is justified then a member of the Attendance Team will complete the necessary paperwork for the Local Authority.
- The Local Authority issue the Fixed Penalty Notice (FPN).
- If the Fixed Penalty Notice (FPN) has not been paid then prosecution may follow. Schools can be asked if this cause of action is still deemed necessary.

Reviewed by: Debbie Glover

Governing Body Review Date: Monday 17th July 2017

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