

**ALBURGH WITH DENTON PRIMARY SCHOOL**  
**LEAVE OF ABSENCE POLICY**



*Adopted by the Governing Body: March 2019*

*Due for review: Spring Term 2022*

*The importance of good attendance*

*Good attendance is recognised and celebrated in our school. As a school we offer rewards for good attendance.*

*Any absence leads to a break in learning. It is hard to catch up on missed work when everyone else has moved on.*

*Every family should aim for 100% attendance.*

*95% attendance should be the minimum target for every individual.*

*90% attendance means this is equal to:*

- ☐ Missing half a day every week*
- ☐ Missing over four weeks of school in the year*
- ☐ Missing half a year of school over a five year period.*

*There are 175 non-schools days a year. This gives families the opportunity to*

- ☐ Spend time together*
- ☐ Go on family visits and days out*
- ☐ Go on holiday*
- ☐ Go shopping*
- ☐ Attend routine appointments*

*KS1 and KS2 SATs results clearly show the relationship between good attendance and good progress.*

*There is a strong statistical link between attendance and progress; pupils with high attendance levels tend to make better rates of progress than those with low attendance levels.*

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### ***Leave of Absence in Term Time***

*Alburgh with Denton CE Primary School has adopted a policy in line with the Department for Education and Local Authority guidance on applying the Education Pupil Registration Regulations.*

*Punctual and regular attendance is an essential requirement for successful learning. Pupils' attendance records are passed on through all their schools and to prospective employers/colleges.*

*It is important to realise that time off school for family holidays is not a right.*

### ***Procedure***

*Parents or guardians wishing to apply for authorisation for a leave of absence during term time should complete the school's Absence Request Form, which is available from the school office. The Absence Request Form should be returned to the School Office or Headteacher.*

*Parents should submit the form for Leave of Absence in term time to the school before booking or making arrangements. Where this procedure is not followed, absences will be recorded as unauthorised and may trigger Local Authority intervention. Parents/carers should not assume permission is granted until they receive written confirmation from the school about their absence request.*

*The Headteacher will consider a pupil's previous attendance record and the likely impact on their education, Alburgh with Denton CE Primary School may agree to authorise 'leave of absence', but only in exceptional circumstances; we would always have a discussion about each family's individual situation. When parents are wishing to take their child/children out of school for 10 consecutive sessions this may result in a fine from the local authority. In this instance a Governor panel make the final decision about whether or not the request is authorised.*

*The school may authorise absence for some areas, including*

- ☐ Medical visits (which cannot be arranged out of school time)*
- ☐ Compassionate circumstances (e.g. a family funeral, wedding)*

*Leave of absence requests for the following reasons will not be authorised by the school:*

- ☐ availability of cheap holidays;*
- ☐ availability of the desired accommodation;*
- ☐ poor weather experienced in school holiday periods; and*

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***□ overlap with beginning or end of term.***

***A letter is sent out to parents every September explaining the school's position on term time holidays. The information in the letter is as follows:***

Dear Parent/Carer,

**Attendance at school and legal intervention**

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Alburgh with Denton Primary School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions<sup>1</sup> of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any pupil at Alburgh with Denton Primary School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full

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<sup>1</sup> Please note that the school day consists of 2 sessions

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within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions