

Dear Parents, Guardians and Carers,

Leave of Absence for Pupils in Term-Time: 2020-2021

Important Information for Parents/Carers

- Head Teachers may grant leave of absence if they consider **exceptional circumstances** apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- A request for Leave of Absence form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether or not to grant a leave of absence for 'exceptional circumstances' we will want to consider the following:

- What is the normal pattern of attendance for the child(ren) who is asking for a leave of absence?
- What is 'exceptional' for one family might be the norm for another family?

Examples of 'exceptional circumstances' might include:

- Therapeutic or respite intervention
- A special one-off family event (30th wedding anniversary of grandparents; parents wedding) - but one that doesn't happen on an annual basis
- A funeral which requires the family to travel some distance etc
- The receipt of a special award which means the family need to travel some distance and stay overnight

Parents will need to complete a request for permission for leave of absence from school during term time, giving specific reasons why they feel there are exceptional circumstances. If you do decide to apply for leave of absence it is important to avoid:

- The beginning of terms or school years
- Time during the first year at school
- Periods close to or during examinations/course work deadlines
- Transition points such as preparation for leaving school

Requests will be considered on an individual basis taking into account your child's special education needs, attendance and progress. In response to a leave of absence request you will receive a response letter stating whether this leave of absence has been authorised or not. The Academy may invite parents in to discuss the reasons for the leave of absence application, especially when the reasons are unclear.

Whilst we accept that if a child has a medical condition and appointments with consultants necessitate absence from school, we would hope that appointments with GP's and dentists can be organised after school hours or during holidays wherever possible.

Unauthorised leave of absence

If your request has not been authorised, or you haven't submitted a request, the Head Teacher may decide to refer to the council to request a Penalty Notice be issued against you as the parent(s).

If you require further clarification or advice regarding this matter, please do not hesitate to come into school or contact me by email at: martin.flowers@cedarsacademy.org.uk or by phone at 0191 4874595 or, Gateshead Council's Legal Intervention Team, Dryden Centre, Evistones Road, Gateshead NE9 5UR, or phone them on 0191 433 8758.

Yours sincerely,



Martin Flowers
Head Teacher

Cedars Academy Leave of Absence Request Form

This form must be submitted at least two weeks before the date of the planned absence.

The Department for Education's Pupil Registration Regulations make it clear to headteachers that they should not grant leave of absence during term time unless there are "exceptional circumstances".

Requests will be considered on an individual basis taking into account your child's special education needs, attendance and progress. Please read 'Leave of Absence for Pupils in Term-time' to help you complete this form.

Name of Pupil(s): _____

Date of Birth: _____

Address: _____

I am requesting authorisation to take my child/ren (as named above) out of school for the following period:

From (first day of absence): _____

To (date due back in school): _____

Exceptional Circumstances for Leave of Absence:

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.

Name of Parent/Carer: _____

Signature of Parent/Carer: _____

Telephone Number: _____ Date: _____

Please return this form to the school office

AUTHORISED BY SCHOOL: YES/NO

Authorising Signature: _____

Name: _____

Date: _____