

Policy For Leave Of Absence During Term Time.

As you know, pupils of school age must by law attend school regularly. If you are planning to take your child away from school during term time, you will need to read the advice given to you by the school office. Leave of absence during term time can no longer be authorised by the head teacher unless there are exceptional circumstances.

Please do not ask for leave of absence during term time. Consent will **never** be given in any circumstance when your child is preparing for, or taking examinations and important tests for example Year 2 and Year 6 (your child's class teacher can give you advice on this).

Schools will not agree absence for a holiday due to new regulations in the education act 2013, unless there are exceptional circumstances and parents will not be granted more than 10 days.

Any request for leave of absence in exceptional circumstances will be at the discretion of the head teacher and The Chair of Governors, who can be contacted through the School Office.

If we do agree to any leave of absence in term time, it is very important that your child comes back to school promptly. Where a pupil fails to return to school after the agreed return date, we may remove your child's name from the school roll. This means your child would no longer have a place in this school.

Should the Headteacher **not** grant leave of absence but leave of absence is taken anyway, the school will mark the absences as unauthorised and **further legal action may be taken** by the Education Welfare Service and a penalty notice may be issued. If after 10 days a return date is not given, we may remove your child's name from our school roll. This means your child would no longer have a place at this school.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for their lessons after their return. There is a consequent risk of under-achievement which we both we must seek to avoid.

**Wolverhampton City Council
Lifelong Learning – Education Service**

**CONTRACT FOR LEAVE OF ABSENCE
The Education (Pupil Registration, England) Regulations 2013.**

Name of School: Goldthorn Park Primary School Appointment date and time: _____

This form should be completed by the Headteacher and parent with whom the child normally resides.

I wish to apply for leave of absence for my child as indicated below:

Name of child _____ Date of Birth _____ Class _____

Reason for Absence _____

First day of leave requested _____ Return date _____

Number of school days involved _____

Can this leave be taken at any other time? YES/NO

Parent/Carer No 1 (PRINT FULL NAME) _____ Signed _____

Relationship to Child _____ Date of Birth of Parent/Carer _____

Parent/Carer No 2 (PRINT FULL NAME) _____ Signed _____

Relationship to Child _____ Date of Birth of Parent/Carer _____

Address if different to child _____

Date _____

For office use only – to be completed by Headteacher at appointment

How many days away from school has your child already had this school year? _____

Attendance percentage for previous school year _____

Comments by Headteacher/Education Welfare Officer:

The above leave is **authorised/not authorised** (delete as applicable), in accordance with the school's procedures.

Signed _____ Headteacher

Date _____

**Letter sent to parent: Accept/Decline
GOLDTHORN PARK PRIMARY SCHOOL**