

# Dormanstown Primary Academy

## TERM TIME LEAVE POLICY

From September 2013 head teachers cannot authorise any leave of absence during term time unless there are exceptional circumstances. Leave that is taken but not granted will be marked as 'unauthorised' on the child's attendance record and parents can be fined for taking their child out of school during term time without the consent from the academy.

The Academy will challenge parents if contrary information is received about a period of a child's leave which indicates that the child may have been on holiday. We will send a letter to the parents/carers requesting clarification for the period of absence and asking for medical evidence if applicable.

A referral will be made to the Attendance & Welfare Officer where there is doubt about the absence of leave and no reply, clarification or medical evidence received.

### **Requesting Absence of Leave**

An absence of leave form needs to be completed for any absence of leave from school; these are held at the office. Term- time leave should be applied for at least 2 weeks in advance.

Parents/carers will normally be notified of the outcome of their application for leave within 10 school days of the date of the application.

When a request for absence of leave is made the Principal will:-

- Consider the child's current and previous year's Attendance and if it was 95% and above during the previous 12 months a warning letter will be issued by the Principal.
- If the child's Attendance was 94.9% and below ( including authorised and unauthorised absence within the previous 12 months) and providing the holiday is a minimum of 5 days a referral will be made to the A&W Service and will result in the issue of a penalty notice.
- Holiday/Absence of Leave Applications for leave of between 1-4 days will be referred to the AWO Service and parents/carers will receive a warning letter.

**Referrals will be made to the AWO immediately and Penalty notices will be issued for unauthorised leave of absence taken:-**

### **Any time in September**

**During formal external assessment periods such as SATS: Referrals in May will not be authorised and will be referred to the AWO Service as this is a crucial assessment/SATS time for all children in school.**

Referrals can be made to the A&W Service resulting in Warning letters being issued at the Principal's request for:-

- pupils failing to achieve their academic attainment/potential
- patterns of previous attendance concerns/punctuality
- or any other concerns that would impact on their learning

The Principal will indicate on the AWO Referral whether they wish a warning letter or a penalty notice to be issued in accordance to the above criteria.

Leave of absence may be considered in exceptional circumstances at the discretion of the Head of Academy/Executive Principal, but proof would need to be provided ie a letter from employer.