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If parents and carers would like to request leave of absence for a pupil to have time off during term time they should complete a Leave of Absence form available from the school office and submit at least 5 working days prior to the date of requested leave

The Head Teacher will only authorise leave of absence during term time in exceptional circumstances. If the Head Teacher grants a leave request, it is for the Head Teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm

Please note that the funding council may be informed if a parent is choosing to take their child out of school for a holiday without permission being granted for absence by the headteacher.

document states:

Granting leaves of absence

37. *All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.*

Exceptional circumstances: *All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and specific school not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually take into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupils can be aware from school.*

38. *Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.*

Parents and carers must inform the school immediately if they or the named emergency contacts have a change of address, phone number or email address. In case of emergency we must be

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able to contact the parents, carers or a third named person. Parents and carers must provide this information when they first register their child and keep information up to date.

It is parents legal responsibility to ensure that their child receives an education and school will endeavour to work with parents and the local authority to support this. In instances where this proves unsuccessful, the school will adhere to guidance as outlined in the government publication,

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extension://efaidnbmnnnibpcajpcgclefindmkaj/https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applications_from_19_August_2024_.pdf

5.2 School Procedures and Responsibilities

Morning registers close at 9.30am except on days of particularly inclement weather, when the Head Teacher will declare when the school register should close.

Afternoon registers close 5 minutes after the start of the afternoon session.

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Classified for statistical purposes as a possible attendance		
Access arrangements failed to be set up		Unable to attend as transport normally provided not available
Disruption caused by a local, national or international event		
Disruption caused by a local, national or international event	Y7	Unable to attend as transport normally provided not available
Disruption caused by a local, national or international event	Y4	Unable to attend as transport normally provided not available
Disruption caused by a local, national or international event	Y7	Unable to attend as transport normally provided not available
Disruption caused by a local, national or international event	Y6	Unable to attend in accordance with public health guidance or law
Holiday not reported by the school		
Reason for absence not yet established		
Absent in other or unknown circumstances	O	
Attending education provision arranged by the local authority	K	
Attending an educational visit or trip	V	
Participating in a sporting activity	P	
Attending work experience	W	
Attending an official approved educational activity	A	
The student is counted as absent. Authorised		
Granted absence for an interview or admission to another educational institution	J1	Absent for the purpose of attending an interview for employment or for an admission to another educational institution
Granted absence to study	S	Absent for the purpose of studying for a public examination
Granted absence to undertake employment	C1	Absent for the purpose of participating in a regulated performance/Unpaid during school hours
Medical appointment	M	Medical appointment
Parent travelling for occupational purposes	T	Parent travelling for occupational purposes
Religious absence	R	Religious absence
Counted only for statistical purposes		
Dual registered at another school	D	Main examples of dual registered attending a referral unit, a hospital
None-compulsory school age pupil not required to attend school	X	Under/over compulsory school age

5.8. Authorised and Unauthorised Absences

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“Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U)”

6. Monitoring and Compliance

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