



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

# Leave Of Absence Request



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## The Law and Term Time Leave

### Can pupils go on holiday in term time?

Under current regulations, Statutory Instrument 1995 No 2089 The Education (Pupil Registration) Regulations 1995, schools have discretion in exceptional circumstances to grant a leave of absence in term time.

Parents are **not entitled** to remove children from school for holidays. A leave of absence must be applied for, and the decision to authorise the request rests entirely with the Headteacher.

### Guidance to Parents/Carers:

Wherever possible parents/carers should take holidays during school holidays;

Parents/Carers should avoid taking a school aged child on a leave of absence at times when they should be taking exams or tests. The Academy will not authorise a leave of absence at these times

Parents/Carers should not expect the Academy to agree to a family holiday during term time.

If a child is absent for more than ten days, the school may set work for them to do while they are away. (DfES leaflet "School Attendance Information for Parents"). If the school sets work it is an expectation that this is completed and handed in on the student's return to the Academy.

### Sheffield Park Academy – Request for leave of absence during term time

Sheffield Park Academy believes that full attendance is vital for your child's educational progress.

Absences due to holidays taken during term time can hinder academic attainment. Students have approximately 13 weeks holiday from school each year, adequate time for family holidays to be taken.

There is strong DfES evidence showing that children who are absent from school for any length of time regularly underachieve in examinations.

Missing just 17 days in one year can mean dropping a full grade at GCSE level.

However, at the Headteacher's discretion under exceptional circumstances a request for absence may be authorised.

If the Headteacher grants a leave of absence, it is solely at his/her discretion and a number of factors will be considered including:-

- Your child's academic progress and learning needs
- Any previous leave requests.
- The timing of the request.

If the request is granted it is the responsibility of the Parent/Carer to ensure that any work provided is completed during the leave of absence and that any further work missed is written up on the Students return.

Please read the information contained in this booklet and if you as a family feel leave in term time is unavoidable then the Leave of Absence Form at the back of this booklet must be completed and returned to Student Services. **All requests must be made at least 4 weeks in advance.**

## **Leave of Absence in excess of 10 days**

In recognition of Sheffield Park Academy's diverse community, once during a student's time at the Academy the Headteacher may consider an application for an extended leave of absence of more than 10 days. To request a leave of absence of more than 10 days the following procedures must take place:-

- A meeting with the Academy must take place before any tickets are booked.
- Copies of tickets with definite return date must be supplied to the Academy's Attendance Manager
- Contact numbers and names for both the UK and overseas must be provided.

If the leave of absence is not authorised and the student is absent for more than 10 days Sheffield Park Academy may take steps to **remove the pupil from the school roll.**

If the request is granted and a student fails to return at the expected date Sheffield Park Academy may take steps to **remove the pupil from the school roll.**

Sheffield Park Academy will ensure to the best of their ability there was no good reason for the pupil's absence, such as disrupted travel arrangements or illness, before removing the pupil from roll.

Sheffield Park Academy and the Local Authority will make reasonable enquiry to locate the pupil before the removal is made.

The school will remove the pupil from the school registers and transfer the pupil's information to the National Lost Pupils Database.

**Failure to return your child to school could result in an unauthorised absence recorded against your child which**

may lead to a Fixed Penalty Notice being issued, this being a minimum of £60 (per parent).

## Refusal of Leave:

Leave of absence will not be granted in the following circumstances. (This is not exhaustive)

- During National Examinations - No arranged period of absence will be authorised for any child who would be taking national examinations.
- Where students have patterns of poor attendance.

The Headteacher will also take into account the following factors when considering requests:

- Whether the leave of absence is at an inappropriate time in the child's academic development.
- Whether the trip/excursion can be taken during school holidays.
- The timing of the request - leave will not be granted at the beginning of the school year.
- Whether there have been repeated requests, such as for "long weekends".

**Where permission is refused but the Student still takes the leave this will be recorded as an unauthorised absence. Unauthorised absences may lead to a Fixed Penalty Notice being issued, this being a minimum of £60 (per parent).**

## Where permission is granted Sheffield Park Academy expects:

Parents are expected to contact the school **IMMEDIATELY** if anything delays the pupil returning to school when expected.

If you require any further help or information please contact Sheffield Park Academy Attendance Office on 0114 399 7316.

**Request for Leave of Absence**

**Student Name:**..... **Form:** .....

**Date from:**.....**to**.....**Days off School:** .....

**Reason for request :-** .....

.....

.....

**Does the student have siblings at another school (including primary)? If so please provide details of siblings including name, date of birth and school attending:**

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**IF LEAVE EXCEEDS 10 DAYS PLEASE SUPPLY THE FOLLOWING:-**

**UK Contact**

**Overseas Contact**

**Name** .....

**Address:** .....

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**I HAVE READ AND UNDERSTOOD ALL THE CONDITIONS CONTAINED IN THE REQUEST FOR LEAVE INFORMATION BOOKLET. PERMISSION IS AT THE HEADTEACHER'S DISCRETION AND MAY NOT BE GRANTED**

**Parent/Carer Name** .....

**Signed** .....

**Date:-** .....