

Bigland Green Policy on **Application for leave during term time**



This policy is based on the guidance from the Department for Education (DfE) and the London Borough of Tower Hamlets (LBTH) in relation to holidays and leave in term time. The governing body of the school has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

Applications for Holidays or Leave in Term Time

Any applications for leave in term time must be submitted at the earliest opportunity and at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents will be asked to produce the return tickets before leave is approved.

Holidays in Term Time

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should **not** normally be authorised. Parents/carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the governing body of Bigland Green School.

Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very **exceptional circumstances** and of why the leave must be taken in term time instead of in the school holidays.

Leave in Term Time for Other Reasons

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The governing body of the school also expects applications for leave in term time normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen. The number of days approved will take into account the pupil's attendance records of the current and previous years. When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid (tickets for travelling will not be considered as supporting evidence), and;
- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

Taking of Unauthorised Leave in Term Time

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 10 sessions (5 days) of unauthorised leave in term time. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £80 each - £240 per parent and £480 in total. **There is no right of appeal.** Please see the [Tower Hamlets website](#) for more information and updates.

Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name will be taken off roll from the school register. Please note for non-statutory age children (under age 5), the pupil's name will be taken off roll after 2 weeks (10 school days) of unauthorised absence. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

I am a parent/carer. I have read and understood the Governors' Policy above.

Full name of pupil:	Date of birth:	Signature of parent	Date

Application for leave during term time for exceptional reasons



Part I - to be fully completed by the parent/carer

To be submitted at least 10 days in advance. Applications received during or after a pupil has been taken on leave will NOT be considered and the absence will be unauthorised. A fixed penalty notice will be issued accordingly.

Pupil's name:	Date of Birth:	Class:
Full Address:	Telephone:	
	Mobile:	
Email:		
Last day of attendance in school:	Date of return to school:	

Please give details of the purpose and exceptional reason(s) for this application. Explain why the leave cannot be taken during school holiday time. Attach any relevant evidence, and a printout of travelling tickets if going abroad.

Please provide the address of where you and your child/children will be staying if going abroad.

Please collect a copy with Part 2 completed by the headteacher before taking the leave from the school office.

Parent/carer signature:	Date:
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Part 2 - to be completed by the school

<p>Evidence attached:</p> <p><input type="checkbox"/> Fully completed form</p> <p><input type="checkbox"/> Print out of ticket(s)</p> <p><input type="checkbox"/> Supporting evidence</p> <p><input type="checkbox"/> Print out of attendance</p>	<p>The Headteacher can only authorise applications of exceptional circumstances that are supported by relevant evidence.</p> <p>Your request for leave of absence from school during term time has been considered and has been:</p> <p><input type="checkbox"/> Authorised (your child must return to school on the stated date)</p> <p><input type="checkbox"/> Partially Authorised (kindly adjust the dates to shorten the leave)</p> <p><input type="checkbox"/> Not Authorised (both parents will be issued with a fixed penalty notice by the local authority)</p> <p><input type="checkbox"/> Not authorised (your child is likely to be taken off roll from Bigland Green)</p>
Total school days requested	
Number of days Authorised (H)	
Number of days Unauthorised (G)	

No reminders will be sent. It is the parent's responsibility to notify the school of any further changes in circumstances.

Headteacher's signature:	Date:
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FOR OFFICIAL USE ONLY

A copy of this form was given to the parents with Part 2 completed on:			
Attendance percentage before leave		Attendance percentage after leave	
Fixed Penalty Notice	<input type="checkbox"/> Yes	Referral made to LA	Yes No
	<input type="checkbox"/> No	Date of referral :	