



Jotmans Hall Primary School

# Leave of Absence (Pupils) Policy

Approved/Accepted/Ratified by the  
Full Governing Body  
23.9.13



## **Jotmans Hall School**

### **Leave of Absence Policy for Pupils**

#### **Leave of Absence in Exceptional Circumstances**

Applications for leave of absence should be made in the first instance, on the Leave of Absence form accompanied by a letter explaining the exceptional circumstances for the request (no application for leave will be considered unless it is accompanied by a letter), to the Headteacher.

These requests are then passed to the Governing Body for consideration. There is no legal right for a child to be granted leave of absence and taking a child out of school during term time could be detrimental to the child's progress. Every request will be considered on its merits and must be for the minimum period possible. If there are exceptional circumstances the Headteacher may arrange a meeting to discuss the application.

The Governing Body will consider the following applications:

1. Music festivals, examinations or performances.
2. Approved sporting activities.
3. Recognised examinations (e.g. dance, music or LAMDA).
4. Visit to a new school if a pupil is changing school mid-year due to moving house.
5. Family circumstances. Applications may be authorised for the following:
  - close family weddings (up to two days)
  - close family funerals (up to two days)
  - the graduation ceremony of a parent or sibling
  - severe illness of a close family member.

NB. Definition of close family is: mother, father, brother, sister, grandfather, grandmother.

#### **Holidays During Term Time**

Leave of absence will not be granted for holidays during term time unless there are extremely exceptional circumstances. This is with effect from 1<sup>st</sup> September 2013.

Any holidays taken during term time will be recorded as unauthorised absence. This will appear on the child's end of year report. The case could be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent/carer for each child taken out of school.

Summer Term 2013