

HILLBOROUGH JUNIOR SCHOOL

Term Time Leave Policy

Regulations concerning term time leave were amended on 1st September 2013. Head teachers have been advised not to grant leave of absence during term time unless there are very exceptional circumstances.

Parents do not have an automatic right to take their child out of school. Parents wishing to do so should be discouraged, due to the adverse effect this can have on a child's academic progress and achievement. There are 190 statutory school days per academic year. This means that there are 175 other days which parents can use to take leave without affecting their child's education. The presumption should be that term-time leave will not be granted in most cases. Term-time leave should be applied for at least 2 weeks in advance. **The headteacher will only consider authorising up to 5 days term time leave.**

Authorisation for leave will **not** be given in the following circumstances:-

- Pupil's attendance is less than 95% attendance in the current academic year
- Pupil's attendance was less than 95% attendance in the previous academic year
- In SATs or any other public examination years
- In a transition year
- At the beginning of any academic year
- Retrospectively
- If there are any other attendance concerns such as poor punctuality.

Where term time leave of 5 school days or more is unauthorised by the school, a Penalty Notice will be issued by the Local Authority. Penalty Notices are issued per parent, per child, as appropriate. All parents who receive a Penalty Notice are required to pay their individual Penalty Notice. Unpaid Penalty Notices will be progressed to the Magistrates Court for their consideration.

Pupil's will be removed from the school roll if they are absent for 20 consecutive without authorisation or do not return after 10 days once the agreed leave has expired.

Examples of exceptional circumstances

The following are examples of exceptional circumstances where a school *may* consider authorising term-time leave but are not obliged to do so. The final decision rests with the school:

- Close family member bereavement.
- Immediate family member wedding.
- Immediate family member funeral.
- Unavoidable delay in travel arrangements due to adverse weather conditions e.g. volcanic ash.
- Proven parental employment restrictions.
- Unavoidable delay in travel due to being deemed unfit to travel by medical practitioner, with proof provided to the school for the period of absence. (This presupposes that some leave has already been granted).

Examples of non-exceptional circumstances

The following examples are not reasons to authorise term-time leave:-

- Going on holiday
- Preference of holiday dates or availability of cheap holidays/accommodation

- Overlap with beginning or end of term
- Preference for undergoing medical treatment abroad
- Relatives getting married overseas
- Religious events (for religious observations please refer to the religious observance guidance)
- Poor weather conditions at certain times
- Alternative travel arrangements not being fully utilised, resulting in a delay in returning to school