

Request for Student Leave of Absence

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| Approved by: | | Date: | May 2020 |
| Maintained by: | Maria Stockley | Next review due: | May 2021 |

To be greater and to aspire further

Amendments to school attendance regulations were updated and enforced from September 2013: (Student registration) (England) regulations state that:

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that the Headteacher can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off from school to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form from the school website or collect one from reception before making any travel arrangements.

It is school policy not to authorise any holiday in term time.

If term time leave is taken without prior permission from school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers may be issued with a fixed-penalty notice.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during the school year.