



Extended Absence from School

The School recognises the importance of regular attendance at school and continues to discourage any absence during term time.

Permission to miss school for any non-medical reason **can only be authorised by the Headteacher**. Under Regulation 12 of the Education Regulations 1981, he has a discretionary power to grant authorised leave during term time, if the circumstances justify it (please see Governors' policy on absence for family holidays overleaf). Any parent seeking leave of absence should contact the Headteacher before making any other arrangements, i.e. booking a holiday/making definite travel arrangements. School work may be organised for the pupil to complete before returning to school, but not in circumstances in which pupils are absent from school without the Headteacher's permission.

Regulation 12 of the Education (Schools and Further Education) Regulations 1981 (S.I. 1981, No. 1086) states:

- (1) 'In pursuance of arrangements made by the governing body of a school, on application made by the parent or other person having charge of a pupil, he may be granted leave of absence from the school to enable him to partake of an annual family holiday or to go away on an annual holiday.'
- (2) 'Save in exceptional circumstances, a pupil shall not in pursuance of this Regulation be granted more than 2 weeks leave of absence in any year.'

The School reserves the right, subject to the **Education (Pupil Registration) Regulations 2006** (Regulation 8), to remove a pupil from the school roll, should they cease to attend, or be absent for a period of twenty days where the School cannot, after reasonable enquiry, ascertain where the pupil is.

In this instance the vacancy created would be filled from the School's waiting list.

The Board of Governors reserves the right to fine parents where the absence of their child is unsatisfactory.

Policy for the Authorisation of Pupil Absence to be Taken During Term Time

The School believes that any absence during term time affects the educational development and progress of a child.

The Board of Governors strongly urge parents to take all family holidays during the normal holiday periods. If a parent finds that in a particular year it is impossible to take their annual holiday, other than in term time, they should write to the Headteacher, explaining the situation, prior to any booking being made. In his response, the Headteacher will state whether or not the proposed absence would be authorised, in 'exceptional circumstances.' The fundamental principles for defining 'exceptional' circumstances are that they are rare, significant, unavoidable and short. 'Unavoidable' means an event that could not reasonably be scheduled at another time.

The Headteacher's decision about whether or not to authorise an absence from school is final.

Governors urge parents not to make more than one request for absence during a child's time at the School.

The Governors' policy is that:

- i. Authorisation will only be given where the child is going on holiday with the parent with whom he or she normally resides. No authorisation will be given without this parental involvement.
- ii. Normally no authorisation would be given except where, for example, it was impossible to take a week's holiday during a half term period without flying out/travelling on a Friday or a Monday. Therefore, the Policy allows the Headteacher a minimal degree of flexibility in such circumstances.
- iii. No authorisation will be given for absence on single days to e.g. enable a child to make a family visit to an event with a parent.
- iv. Authorisation would normally be given to allow a child to attend a funeral of a close relative or friend. Similarly, consideration would be given for absence to allow a child to attend the wedding of a close relative.
- v. The School will monitor student absence due to illness and will offer all available support to students and their families.