ASHLEIGH PRIMARY SCHOOL & NURSERY

WYMONDHAM CLUSTER
LEAVE OF ABSENCE POLICY

Responsible Person

The appropriate responsible person for the updating of this policy is: **The Headteacher**

Review and Monitoring:

This policy will be reviewed every year.

Reviewed: Spring Term 2021

Next Review due: Spring Term 2023

Reviewed by:

This policy was reviewed by the Primary Heads' Cluster Meeting virtually in March 2021.

This policy has been developed by the Wymondham Cluster of Primary Schools. These are:

Ashleigh Primary and Nursery School
Barford Primary School
Barnham Broom CE VA Primary School
Browick Road Primary and Nursery School
Morley CE VA Primary School
Robert Kett Primary School
Tacolneston CE VA Primary School
Wicklewood Primary School and Nursery
Wreningham VC Primary School

The Wymondham Cluster of Primary Schools is committed to providing an education of the highest quality for all children and recognises that this can only be achieved by supporting and promoting excellent attendance for all.

Amendments to the 2006 regulations state that Headteachers **may not grant** any leave of absence during term time unless there are exceptional circumstances. This came into effect from September 2013.

Exceptional circumstances in which a Headteacher or other designated professional may authorise absence, where the absence is requested:
- Medical, dental or optometric consultations that could not take place out of school hours – proof of appointment e.g. hospital letter/appointment card
- Religious observance;
- A one-off significant family event or circumstance;
- Representative or elite sporting, musical or drama activity approved by the school;
- Deployment of a parent/carer who is a member of HM Armed Forces.

Schools have to report all absences to the local authority.

An absence is defined as any time a child is not in school when the school is in session. Any absence will impact upon a child's learning.

Having the correct information about the reason for the absence enables schools to accurately monitor a child's attendance and avoid unnecessary follow up action.

> **The Law:**
> All children have a legal right to education.
>
> All parents are legally responsible for ensuring their child receives an education.
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> Section 7 of the Education Act 1996 places a duty on all parents to ensure their children receive an efficient full time education.
>
> Parents who are seen to fail in their duty can be brought before the Magistrates Court where a maximum £2500 fine and/or 3-month prison sentence can be imposed.
>
> Absence from school can only be authorised by the Headteacher

There is no good time to be absent from school. It is particularly important that children attend school in the first few weeks of the school year; this is the time when friendships are made and learning routines are established.

National statistics show 10 days absence in any academic year does have a negative effect on attainment.

Your school is open for 190 days each year. This leaves 175 days for holidays, appointments, shopping and spending time together.

If your child has 10 days absence during the school year, this means your child will only have 180 days at school and 185 days off.

If your child has 10 days absence, they can only achieve 94.74% attendance across the year.

It affects their ability to succeed

It affects their ability to make friends

Absence Information

- All parents must complete a leave of absence form to apply for any leave of absence in school term time.

- All requests will be considered on an individual basis and subject to the cluster policy and school's attendance policy.

- Schools will submit referrals to the Local Authority for 10 consecutive sessions (5 days) or more of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017). The Local Authority may decide to issue a fixed penalty notice.

We want to give your children the best chances in life.

Working together we can achieve great things for your children.