

# OAK HILL FIRST SCHOOL

## LEAVE OF ABSENCE POLICY



### **The School's Policy**

The school considers that all absences from school will disrupt a child's continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential.

### **What the Law says**

From 1 September 2013, The Pupil Registration (2006) Regulations have been amended to make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. Holidays during term time should be seen as an exception to the norm. So, what are 'exceptional circumstances'?

It is the decision of the Head teacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. A Head teacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term-time.

An exceptional circumstance is much more likely to be a one-off. The Head teacher will also look very carefully at the child's previous attendance record and should he or she have concerns, for example, should the child's average attendance be below 95%, it is highly unlikely that the Head teacher will agree to authorise any further absence.

Other factors will include the likely impact on the child's education, particularly in terms of continuity of learning; there is a strong link between the amount of absence in a school and the qualifications that its pupils achieve; whether the holiday falls during a year in which the child is due to take a public examination or be involved in Government tests (e.g. SATs).

### **Applying for Leave of Absence during Term Time**

Parents are advised to apply for leave of absence before they confirm their holiday arrangements. Applications should be made using the application for leave of absence form (available from the school office or the school website) at least 4 weeks in advance of the proposed holiday dates.

Parents will be informed, in writing, of the outcome of their application for leave of absence.