

The school's policy on Leave of Absence follows advice given by Central Bedfordshire Borough Council on Term Time Leave and has been adopted by the Governing Body of St Vincent's Primary School. This summary can be viewed on our website (www.stvincentshr.org).

Can I take my Child on Holiday during Term Time?

It is only **in exceptional circumstances** that the school will agree to a pupil having leave during term time. You must make an appointment with the Head teacher at **least two weeks** in advance of the holiday to discuss your request to take your child out of school during term time.

The Head teacher will only allow your child to take leave during term time if your circumstances are exceptional. 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 public examination year (Year 2 and Year 6).
- At the beginning of any academic year.
- Any leave requested retrospectively (requested after the leave is taken).
- If there are any other attendance concerns such as poor punctuality.

The Head teacher will also ask to see proof of return flights / duration of holiday before any leave is agreed.

Will my personal circumstances be considered?

The School will be sensitive to your personal circumstances and will consider a **number** of factors when deciding whether or not to authorise leave. 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 (up to 3 days*).
- Immediate family member wedding (up to 5 days, if travel abroad is involved).
- Immediate family member funeral (up to 3 days*).
- Unavoidable delay in travel arrangements due to adverse weather conditions e.g. volcanic ash.
- Proven parental employment restrictions.

*Further days could be agreed if travelling aboard.

- 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).

The following examples are not reasons, **non exceptional circumstances**, 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.

** This will depend on the reason for holiday if other than for 'leisure' purposes.

How many days can my Child take during Term Time?

Authorised Leave of Absence, where exceptional circumstances apply, may be granted by the Head teacher for up to 10 days.

What happens if I take my child out of school without Permission?

This is known as 'unauthorised leave' of absence. If your child does not attend school and you have failed to notify the Head teacher, a penalty notice (starting at £60.00 per parent/per child if paid within 28 days, rising to £120.00 per parent/per child if paid between 29 and 42 days) will be issued to you after five days, in line with legislation. If your child has unauthorised leave of absence for 20 consecutive days, their name will be removed from the school roll and they will no longer have a place at the school on their return from the period of absence.

What happens if my Child becomes ill abroad and we have to extend their leave?

Medical certificates from abroad will not be routinely accepted by the school to provide an explanation or excuse for late return from leave. You must speak to the Head teacher if you need to extend your child's leave.

Full details, forms and advice on all of these subjects are available from the School office or school website: (www.stvincentshr.org).

St Vincent's Primary School
Hammersmith Gardens
Houghton Regis
LU5 5RG
01582 652 456