

Heltwate School

Bretton
Peterborough
PE3 8RL

Headteacher: Mr Adam Brewster

☎: 01733 262878

✉: office@heltwate.peterborough.sch.uk

PFA Registered Charity No: 1065667



February 2019

Leave of Absence Request Guidance, taken from the Heltwate School Attendance Policy

Heltwate School will authorize Leave of Absence only under exceptional circumstances.

Amendments have been made to the 2006 pupil registration regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2014 which came into force on 1 September 2013.

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of family holiday during term time in special circumstances of up to 10 school days leave per year. The 2013 amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of 10 school days. The Headteacher of Heltwate School will review each request on an individual basis.

The amendments set out that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. The guidance also notes that a pupil who takes 10 days leave in term time (whether authorized or not) in an academic year will only achieve 94.7%.

The Governors of Heltwate School consider that 'exceptional' circumstances do not occur regularly by definition and are one off occasions.

Requests for exceptional leave of absence should be made at least 4 school weeks in advance and will be considered on an individual basis by the Headteacher as delegated by the Governing Body (or in their absence by a Deputy Headteacher).

The Headteacher will give due regard to the current DfE guidance on granting leave of absence in exceptional circumstances which says that schools should consider each request individually, and consider factors such as:

- the amount of time/leave requested
- age of the pupil
- the pupil's attendance record for the current and previous year
- no other leave of absence has been taken during the current school year
- pupil's particular needs
- circumstances of the request/purpose of leave

Parents / carers should not expect leave of absence to be granted automatically. Parents / carers are advised not to make any arrangements until the request for leave of absence has been considered. If the request is authorized, those dates must be adhered to. If the pupil is absent immediately prior or immediately following the authorized dates, the additional absences will be recorded as unauthorised which will lead to the ENTIRE period of absence being unauthorised.

Failure to comply with the above or where a request is denied may result in being referred to the Local Authority who may consider Legal Proceedings.

The attached form should be completed a minimum of 4 weeks before the required date and should include details of any other siblings and where they attend school



Artsmark
Gold Award
Awarded by Arts
Council England



ASDAN
Registered Centre



Valid to June 2018

Leave of Absence Request Form for Exceptional Circumstances Heltwate School



PETERBOROUGH
CITY COUNCIL
CHILDREN'S SERVICES

Child's Name:		
Class:		
Full name of all parents / carers:		
Address of parents / carers:		
	Tel:	Tel:
Siblings / Siblings School (if different)		
First spoken language if not English:		
First written language if not English:		

Start date of absence:	
Date of return to school:	
Exceptional circumstance resulting in absence:	

Parents / carers should not expect leave of absence to be granted automatically. Parents / carers are advised not to make any arrangements until the request for leave of absence has been considered.

If the request is authorized, those dates must be adhered to. If the pupil is absent immediately prior or immediately following the authorized dates, the additional absences will be recorded as unauthorised which will lead to the ENTIRE period of absence being unauthorised.

**Failure to comply with the above or where a request is denied may result in being referred to the Local Authority who may consider Legal Proceedings.
(Both parents/carers to sign where appropriate)**

Signed:		Full name:		Date:	
Signed:		Full name:		Date:	

To be completed by the school:

Total number of days requested:			
Previous leave of absence			
Percentage Attendance	This Year:	Last year (if relevant):	
Leave of absence AGREED / REFUSED for the following reason/s:			
Decision letter sent to parent / carer?:			
Signature of Head		Date:	