



**PUPIL LEAVE OF ABSENCE  
IN EXCEPTIONAL CIRCUMSTANCES  
Request form**

***Parents/Carers***

***Please read these guidance notes prior to completing the form overleaf which needs to be returned to the Head Teacher***

**Holidays during school time (Guidance from the Department of education)**

*The Department of education has made amendments to the 2006 regulations. These make it clear that Head Teachers may not grant leave of absence during term time unless there are 'exceptional circumstances'. In the light of these changes parents and carers need to be aware that it will no longer be possible to authorise leave of absence unless the 'exceptional circumstances' have been explained. Reasons such as "cheaper in term time" or "more convenient" are no longer acceptable.*

For more information please see: <http://www.education.gov.uk/popularquestions/a005551/can-i-take-my-child-on-holiday-in-term-time?>

Within our Special Partnership Trust we believe for children/students to learn most effectively, it is essential that they attend on a regular basis, and the role of the school is to ensure that this occurs. Regular attendance is extremely important if you child is to make progress and we need to work together to ensure this happens.

The school recognises the pressures placed upon families which contain a child with disabilities and/or special educational need and the need for respite. We also recognise that the additional costs involved in taking such children on holiday can make them prohibitive. In many cases, the only option is to take the holiday when costs are lower: within school term times. Without condoning it, the school recognises that this is sometimes the only option available to some families.

Our Special Partnership Trust recognises that some holidays can be viewed as 'exceptional circumstances' and interprets this as 'being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time'; therefore the 'exceptional circumstance' is much more likely to be a one off unique situation. As an example some families are given holidays by charitable organisations and they would have little control over the date; this would be viewed as an 'exceptional circumstance'.

To address this, our Special Partnership Trust has developed a protocol via a 'leave of absence' request form (in exceptional circumstances) in how it addresses family holidays requested to be taken in school time. Families will be able to access this form via the school's web site and asked to send it back to the Head Teacher of the school; when completing this form the school asks parents/carers to give some thought to the 'exceptional circumstances' that they feel make it necessary for their child to be taken out of school during term time. This may include a child's behaviour, medical condition or complex needs.

The school acknowledges that Children in Care should not be taken out of school for holidays; any request made by the carers responsible for the child will be discussed with the allocated social worker. The Social worker will advise the school on the outcome agreed.

In order to counteract the effects of missed teaching and learning, the school asks parents to suggest some activities that their child would enjoy completing whilst they are away. This may involve anything from bringing back a memento of a place they have visited, to keeping a diary of their time away, etc. If parents would like homework set by the school they need to make this request via the class teacher (please refer to the homework policy of the school).

The school will require additional information in order to risk assess/authorise exceptional circumstances to ensure the safety of any pupil as they will not be in school. The form to be returned to the school therefore will need to contain all the information requested. If parents/carers do not provide such information the exceptional circumstance request will be declined and any absenteeism will be recorded as unauthorised.

Our Special Partnership Trust needs to make parents/carers aware that, if the Head teacher **does not** authorise the requested leave of absence and parents continue to remove their child on the requested dates, the school is legally required to notify the Local Authority who can potentially impose a £60 penalty. If the Head Teacher has not authorised the requested leave parents will be notified that their child has been recorded in the electronic register as an unauthorised absence.

If the school agrees to the exceptional circumstances outlined and the information provided by parents helps inform the schools risk assessment/does not identify any safeguarding risks, parents will be notified of the permitted authorised absence via the school office. The school will make a record of all exceptional circumstances requests made retaining such information in the child's educational record; the register will be recorded using the code C:

If you require any further information please contact the school office in the first instance.

<b>Policy approved by the Trustees of the Special Partnership Trust</b>	January 2018
<b>Policy to be reviewed</b>	Every 2 years
<b>Responsibility</b>	CEO/Head Teacher

**PUPIL LEAVE OF ABSENCE - IN EXCEPTIONAL CIRCUMSTANCES - Request form**

***Parents/Carers - Please return this request form to the Head Teacher***

SCHOOL:		
NAME OF PUPIL:		CLASS:
		TEACHER:
DATES REQUESTED – <b>FROM</b> (Insert first date of absence):		
DATES REQUESTED – <b>TO</b> (Insert last date of absence):		
TOTAL NUMBER OF SCHOOL DAYS:		

I request leave of absence for the above-named child due to the following exceptional circumstance(s):-	
Please state destination:	
Accompanying adults & their relationship to child:	

In order to counteract any missed teaching and learning, my child will:-	
Is there anything else that you feel would enhance the above:-	

I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of the Special Partnership Trust	Signed (Parent/carer):
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request	Signed (Parent/carer):

**LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES - Request form**

To the parents/carers of:	
Request approved/not approved for your child to have a leave of absence (exceptional circumstances):	<b>APPROVED</b>  <b>NOT APPROVED</b>
If exceptional circumstances have been declined (reasons) – <i>if you would like an appointment to discuss any aspect please telephone the office manager to request an appointment with the HT:</i>	
FROM (first day of absence):	
TO (last day of absence):	
Request/destination:	
Head Teacher's signature:	
Date:	

COPY – School file