



LEAVE OF ABSENCE (STUDENTS)

As of 1st September 2013 there has been a change in the School Attendance regulations.

What has changed?

Whilst the regulations are clear that responsibilities rest with headteachers in respect to authorisation, the Department for Education offered the following summary of the changes:

"The Education (Pupil Registration) (England) Regulations 2006 currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to 10 school days leave per year. Headteachers can also grant extended leave for more than 10 school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make clear 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 amendment of the act says:

"Leave of absence shall not be granted unless:

- (a) an application has been made in advance to the proprietor (*headteacher*) by a parent with whom the student normally resides; *and*
- (b) the proprietor (*headteacher*), or a person authorised by the proprietor (*headteacher*) in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application."

At Mary Webb School and Science College the headteacher will only grant leave of absence when an application is made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

In deciding whether to grant leave of absence for 'exceptional circumstances', the headteacher will follow the guidance and criteria listed below:

- It is highly unlikely that the event will occur again in a child's school life
- It is necessary for the child to be in attendance at the event
- The event cannot be organised outside of the school term
- The event is necessary to the health and wellbeing of the child
- Taking part in the event will be of greater value to the child than attending school

Please note: Leave of absence requests should be submitted at least 5 days in advance.
Leave of absence cannot be granted retrospectively.

If you wish to discuss a leave of absence request prior to completing the request form, please contact Miss Pugh (Years 7, 8 and 9) or Mr Jervis (Years 10 and 11).

The school's decision, together with the reasons for the decision, will be communicated to parents/carers via the post.

The Education Access Team of Shropshire Council will continue to support Mary Webb School in this process. The school will inform the Education Welfare Officer of all requests for leave of absence and the headteacher's decision.

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL IN EXCEPTIONAL CIRCUMSTANCES

Return to: Miss S Pugh (KS3 Students) / Mr M Jervis (KS4 Students)

Please note each student requires a separate leave of absence application

Full name of Student: _____ Form: _____

Address: _____

Reason for application and dates: _____

Signature of Parent/Carer: _____ Date: _____

Please return this form to school at least 5 days in advance. Leave of absence cannot be granted retrospectively.

In deciding whether to grant leave of absence for 'exceptional circumstances', the headteacher will follow the guidance and criteria listed below:

1. It is highly unlikely that the event will occur again in a child's school life
2. It is necessary for the child to be in attendance at the event
3. The event cannot be organised outside of the school term
4. The event is necessary to the health and wellbeing of the child
5. Taking part in the event will be of greater value to the child than attending school

The Education Access Team of Shropshire Council will continue to support Mary Webb School in this process. The school will inform the Education Welfare Officer of all requests for leave of absence and the headteacher's decision.

Office use only (attach attendance certificate)

Current Attendance: _____%

☐ Authorised [____ days]

☐ School follow-up

☐ Unauthorised [____ days]

☐ EWO follow-up requested

Comments: _____

Signed: _____

Key Stage Leader

Date: _____

Letter sent by: _____

Date: _____