

**City of York Council
Adults, Children and Education
Children's Advice Team**



GUIDANCE RELATING TO PUPIL LEAVE OF ABSENCE FROM SCHOOL

July 2013

1. Introduction

- 1.1** The following policy is aimed at helping schools manage requests from parents for leave of absence in term time. It is intended to make this process clearer and more consistent.
- 1.2** As part of the Local Authority's (LA) ongoing drive to improve pupil attendance levels in schools this document is intended to assist Headteachers, governors, school staff and parents / carers in making decisions about the timing, need and educational impact which can occur when taking a child out of school for leave of absence such as for holidays in term time. In 2011- 12 16% of all absence in City of York primary schools was due to holidays being taken in term time. In secondary schools the corresponding figure was 6%. This is in line with the national average. However the range of absence due to holidays in term time ranges, from school to school, from less than 3% to 37%.
- 1.3** Schools are required to provide education for 190 days per year and it is expected that children who are registered at a school will attend for all this time. Parents do not have an automatic right for their children to have authorised absence when they request it for holidays in term time or for any other reason.
- 1.4** There are clear links between children's attendance and their attainment. A child absent from school for two school weeks each year will miss the equivalent of two terms' education over their school career. This is a strong factor in seeking to reduce all avoidable absence.
- 1.5** Some head teachers have been reluctant to unauthorise parental request for leave of absence, fearful this would have a detrimental impact upon their relationship with families. However it is felt an authority wide policy used consistently will reduce absence without negatively affecting the strong relationship between schools and families.

Legislation and guidance.

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) Regulations 2006

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

2 Criteria for assessing requests for leave of absence

- 2.1** The Secretary of State for Education has moved to clarify the guidance with respect to such requests. Head teachers will be expected to unauthorise all requests for leave of absence unless in **exceptional** circumstances. [The Education \(Pupil Registration\) Regulations 2006](#) have been amended to remove any reference to heads being able to authorise up to ten days for family holiday.

This means that:

- Parents CAN NOT demand leave of absence as an automatic right
- Schools CAN NOT apply blanket policies to approve or reject all applications for leave of absence.
- All requests MUST be considered on their own merits
- Leave of absence MUST only be granted in exceptional circumstances.
- The power to un/authorise leave belongs to the head teacher.

The amended regulations are available [here](#).

- 2.2** Leave of absence for any reason, such as family holidays, is not a right. Whilst head teachers may wish to adopt a policy, such as a blanket ban, they should not restrict their discretion and thus prevent them assessing each application on its own merits. It is for head teachers only, not parents, to determine whether a request is exceptional.

A pupil may be granted leave of absence where

- an application has been made in advance to the head teacher by a parent/carer
- The head teacher considers that leave of absence should be granted due to the exceptional **circumstances** relating to that application.

2.3 Advice on what may constitute **exceptional** circumstances to grant a request for Leave of Absence suggests examples such as:

- service personnel who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education
- When a family needs to spend time together to support each other during or after a crisis.
- Any other circumstances the head teacher considers to be exceptional.

2.4 It is expected that head teachers will not authorise requests for leave of absence where the following apply:

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in school holiday
- periods overlap with beginning or end of term.

2.5 Parents should be informed that in the case of a pupil granted leave of absence i.e. for a family holiday, should the pupil fail to attend within ten school days immediately following the expiry of the period for which leave was granted, the child's name can be removed from the school roll. However schools should only remove a pupils name from their roll in such circumstances following discussion with both the Schools Adviser: Attendance and Integrated Working and reading the local guidance available at: www.yor-ok.org.uk/schooltransfers

3 **Marking of Registers**

3.1 Approved leave of absence for a family holiday should be marked as 'H' in the school register

- 3.2** Where the school and parents fail to reach agreement, and the child is then absent from school due to a family holiday, then the school register should be marked as 'G'.
- 3.3** Where the leave of absence is authorised for family holiday and the parents keep a child away for longer than agreed then the additional absence should be marked as 'G' in the register.
- 3.4** In exceptional circumstances, approved extended authorised holiday leave of absence should be marked as 'F' in the school register.
- 3.5** Requests for other leave of absence that are authorised i.e. for a funeral or wedding should be marked using code C. Request that are declined and therefore not authorised should be marked using code O.

4 Publication of arrangements

- 4.1** A clear procedure for requesting leave of absence should be available to parents and included in the school's prospectus and policy statement. School must include in policies that are issued to parents, advice regarding Leave of Absence, and make clear that a parent who takes a child out of school without absence being authorised can be issued with a Fixed Penalty Notice of £60. When declining requests for absence schools should inform parents that a notice may be issued if the holiday is taken without consent (see appendix 3 for example letter).
- 4.2** Other measures to ensure parents are fully aware of the potential consequences of pupils with leave of absence which is not authorised by the headteacher may include:
- Parents being written to annually to inform them of the schools position regarding leave of absence in term time and that a Fixed Penalty Notice can be issued in certain circumstances. This letter needs to be sent to all parents with consideration to a copy being placed in each pupils file. This is particularly important as it may be part of any evidence presented to court should any enforcement action need taking in the event of Fixed Penalty Notice not being paid

- the handbook and school website for parents issued by school, contains information about the school's position and views on leave of absence in term time
- the recommended Leave of Absence Application Form is used and all correspondence relating to applications for leave in term time (including any notes for supporting a decision to decline an application) is retained as this may be needed as evidence.

5 Issuing of Fixed Penalty Notices.

- 5.1** The LA has a Council members' agreed protocol regarding the issuing of Fixed Penalty Notices. This covers the issuing of Penalty Notices when children have been absent for leave of absence, without the headteacher's consent. When a headteacher decides to make a request they should contact the School Adviser: Attendance and Integrated Working on 01904 551817 or mark.smith@york.gov.uk

6 Further Information

- 6.1** Further information relating to the current regulations and recommended practice in relation to this issue may be obtained from the attendance section on the [DfE website](#).