



**Monkwood Primary School**

Estate Road

Rotherham

Rotherham

S62 7JD

Tel: (01709) 710310

Head of School: Ms K Sherburn

## **Leave of Absence in Term Time Information for Consideration**

1. The decision to grant the request is for Monkwood Primary School, not the Authority or the parent. Only schools can authorise absences.
2. There is no requirement to authorise just because a request has been made.
3. The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
4. No parent can demand leave of absence for the purpose of a holiday as a right.
5. Any request for leave must be made in advance. If we believe your child has been away on holiday, we will ask that a form be completed on your return.
6. Holidays cannot be authorised retrospectively.
7. If the application for leave of absence in term time is made because of the parent's workplace arrangements, then a letter from the employer explaining why the leave of absence must be taken in term time, **MUST** be attached to the Leave of Absence request form on proper letter-headed paper.
8. If important work has been missed by the pupil due the parents making a request for absence for a holiday, the parents should not expect special arrangements to be made by the school for that pupil to catch up on that work.
9. When deciding whether to proceed towards a Fixed Penalty Notice the circumstances will be taken into account. These factors may be relevant but this should not be regarded as a comprehensive list:
  - Parents workplace holiday arrangements, if supported by a letter from employer.
  - Overall attendance of the child for the previous academic year or 3 terms must be above the average attendance or the School.
  - If taking leave of absence in the first half of the term would have a negative impact on pupil progress.
  - If a previous holiday has been taken in the same academic year/or 3 previous terms.
  - Timing of internal and/or external examinations/assessments.
  - The reason given by a parent for requesting leave of absence in term time outlines an exceptional circumstance.