



BOND PRIMARY SCHOOL

ABSENCE AND EXCEPTIONAL LEAVE POLICY

The Governors of Bond Primary School believe that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The School Attendance (Pupil Regulations) (England) Regulations 2024 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form. (Available from the school office) Verbal requests will be recorded in writing.
3. This must include the reason why you feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers.

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to you within 7 days.

Schools will need to be able to evidence that the parents were informed, in advance, that a particular holiday absence would not be authorised and that a penalty notice might be the result.

There may be occasions, however, where authorisation was not applied for and if there is a real and genuine documented belief by the school that Leave of Absence was taken without a prior request and either attributed to other reasons or no explanation for the absence was provided. In this situation appropriate evidence should be presented to the Local Authority to support this belief, for example, a home visit being undertaken during the period of absence and any other evidence as agreed with the Senior Education Welfare Officer. The school would need to record the absence using the G code

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued and/or prosecution under s4441 Education Act 1996, by the London Borough of Merton. The Penalty Notice carries a fine of £160.