

## St Benedict's C. of E. VA Junior School

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Headteacher: Mr P Ranger

**Dream, Believe, Achieve.**



### Request for term time leave and absence procedures

Following amendments to the 2006 regulations on attendance we would ask that you read the following so that you are aware of the amended regulations which came into force on September 1<sup>st</sup> 2013.

- Headteachers can only grant leave of absence during term time for exceptional circumstances. Any request for leave must be made in writing for the attention of the Headteacher four weeks in advance of the anticipated leave date. Absence request forms are available from the school office.

Whilst there is no formal definition offered for exceptional circumstances by the Department for Education this may include:-

- Staff returning from lengthy active service abroad.
- Police, Fire Service staff being told when they can or cannot take leave.
- Terminal illness in a close family member.
- Parents working abroad for a fixed term.
- Religious observance.

St Benedict's School and all schools in Somerset are supported by Somerset County Council:-

- In expecting parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer term health and well being
- In ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school. Schools will make it clear to parents in their attendance policy what their expectations are and potential consequences as a result of unauthorised absence. Any unauthorised absence, including taking term time leave not agreed with the school, can result in a Penalty Notice being issued to each parent for each child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, it could result in a criminal conviction and a potential fine of up to £1000.

**Somerset County Council cannot override a school's decision not to authorise term time leave and there is no right of appeal.**

Parents should make holiday arrangements within the 13 week school holiday periods or on any of the 175 days of the year when children are not in school.

In the event of absence due to illness it is the duty of the parent/carer to inform the school immediately, either in person or by phone. An answerphone is available and the school reception will respond from 8.15 a.m. If a child is absent and we have received no prior notice we will attempt to contact the parent/carer. We do this to ensure that all children who leave home actually arrive at school.

If your child arrives late for school please ensure that you or your child comes to the school reception to be put in the 'late' book.