



LEAVE DURING TERM TIME POLICY

As from 1st September 2013 the Education (Pupil Registration) Regulations have been amended and come into force. The Academy is bound by these regulations.

Any reference to school 'holiday' has been removed from any extended leave request during term time as well as the statutory threshold of ten days.

This means that The Stockwood Park Academy, along with other schools, will not be granting leave requests for a holiday.

Requests for 'exceptional leave' will be considered on an individual basis although **NOT** in the following circumstances:

- Pupils with less than 97% attendance in the previous 12 months
- During **ANY** examination period, including mock exams
- Students in year 10
- In their transition year (their first year at the Academy)
- During the first term of any year
- Students with poor punctuality and those that need to catch up on work
- Any previous leave in the same school year

We will also take into account:

- the student's general absence/attendance record e.g. unauthorised absence
- Proximity of any public examination
- Amount of time requested
- Age of the student
- Students ability to catch up on any work
- Purpose of the leave
- When the request is made
- General welfare of the student
- Circumstances of the request

Requests must be made in advance (at least 2 weeks) or the leave cannot be legally authorised. The parent/adult with whom the student resides must make the application, even though the student may not be taking the proposed leave with them.

If leave is granted and you are travelling abroad you will need to supply us with confirmation of return flight tickets.

Unauthorised Absence

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised which is illegal and noted in your child's records.

Leave can only be authorised by the Principal.

If a parent/carer takes their child on leave during term time for 5 consecutive school days or more without the Principal's authorisation, Luton Local Authority will issue a penalty notice. In these circumstances a warning will be given. If there are two parents, both will need to pay the fine. From 1st September 2013 penalty notices will need to be paid within 21 days at £60 per student or £120 within 28 days. Unpaid penalty notices will result in prosecution in the magistrate's court.

If there is a reason which delays your child in returning to school the parent/carer must inform the school immediately. The Academy will require evidence of the issue and will then decide if the absence is authorised. Where travel outside the UK is involved, we require proof of return flights, prior to leave being taken. Failure to provide this may prevent you from receiving authorisation for leave and you being fined if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad will not be accepted routinely as evidence that a pupil was unable to attend school.

Please note, that if your child has 20 days or more unauthorised absence, he/she may be removed from roll.

Any requests for leave can be made by requesting a leave during term time request form, which is available from the Attendance Office.