



Exceptional Pupil Leave

The Trust is very reluctant for a pupil to miss any part of his/her education.

1. There are a number of sources of information regarding attendance, including academy newsletters, the respective academy's websites, and DfE and Education Welfare Officer Attendance leaflets. Term dates are published well in advance on the academy's websites.
2. The reference in law to Principals being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** Under Government regulations, leave of absence can only be granted by the head teacher in the case of exceptional circumstances and is for a maximum of **10 days**. The leave must be authorised **before** any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence.

The decision to authorise absence rests with the respective academy and once the decision is made, it is final.

3. When considering exceptional circumstances the Principals will take into account:
 - Pupil Attendance - A pupil with any less than 96% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.
 - Proximity to exam dates – no pupil in year 6 or 11 will be granted leave prior to public examinations.
 - No pupil in year 7 will be granted leave in the first half term.
4. If permission is granted, pupils must ensure they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return to school.
5. If a pupil becomes ill whilst abroad please note that before returning to school they **must** be seen by their GP in the UK and be certified fit to return.
6. If permission is granted, photocopies of airline or travel tickets will be required by the academy office **before** travelling.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent, per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court.

Name of Academy: Fosse Mead Primary Academy

Application form for Exceptional Pupil Leave

Please read the information overleaf before completing this form.

The academy will only authorise this absence if this form is completed and returned to the school **4 weeks before** you plan to leave. In the event of an emergency situation at very short notice, please call your child's teacher, school office, or PASCO, where appropriate, who will refer to the Principal as necessary.

PUPIL DETAILS	
Name	Form
Address	Telephone Number
PROPOSED DESTINATION	
DATES	
First day of Absence	
Last day of Absence	
Date return to school	
REASON FOR REQUEST	
ANY OTHER SUPPORTING INFORMATION OR MITIGATING CIRCUMSTANCES	

IMPORTANT: If your child is ill whilst away from school or he/she returns to the UK feeling unwell, it is essential that your child is examined by your local G.P. A medical note confirming that the pupil is not suffering from any infectious or contagious illnesses and is fit to attend school **must** be received by the teacher or PASCO, where appropriate, before the pupil returns to school.

- *I agree to the conditions outlined in this document.*
- *I understand that it is my responsibility to ensure that my son/daughter makes up any missed work in his/her own time upon return to school.*
- *I have read the school's exceptional leave policy.*

SIGNED _____
(Person with Parental Responsibility)

PRINT NAME _____ **DATE** _____