



SAINTS PETER AND PAUL  
CATHOLIC HIGH SCHOOL

# Student Absence in Term Time Policy

Last updated: November 2016

## **1. Aims**

The aim of this policy is to set out the way in which Saints Peter and Paul Catholic High School monitors and promotes the attendance and punctuality of its students. The School is committed to maximising the potential of every child and good attendance and punctuality are essential to this aim. We feel this will be achieved, with the support of parents/carers by ensuring that holidays are not taken in school time, other than in exceptional circumstances. Absence during term time for any reasons interrupts the continuity of teaching and learning and disrupts the educational progress of students.

## **2. The Law**

From 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

## **3. Leave of Absence**

In exceptional circumstances Saints Peter and Paul Catholic High School will consider a request for leave of absence for one period of absence during the academic year.

## **4. Exceptional Circumstances**

The Principal, or person designated by the Principal, will determine what are considered to be exceptional circumstances. The following may be examples of exceptional circumstances:

- To allow a student to return to their country of origin for family, religious or cultural reasons
- Unavoidable circumstances e.g. the parent/carer has inflexible leave allocation and this has been confirmed by the employer.
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a leave of absence is deemed appropriate.
- Leave of absence for children of serving members of the Armed Forces.

## **5. Additional Information**

Saints Peter and Paul Catholic High School will ensure that all parents/carers receive a copy of this Leave of Absence Policy which forms part of the school attendance policy.

- Parents/carers will be required to complete a leave of absence request form available from the school reception and return it to school at least 6 weeks prior to the proposed absence.
- Parents/carers may be required to attend an interview with a member of the Leadership Team to discuss their request for a leave of absence.

- Parents/carers will normally be notified of the outcome of their application for a leave of absence within 10 school days of the date of the application.

If the leave of absence is not agreed by the school, but the student is absent on the requested dates, the absence will be recorded as 'G'. This will mean that the absence has been recorded on the school attendance register as an unauthorised absence.

**Where a student is absent from school without permission from the school, the parent/ carer of the student may be issued with a £60.00 Penalty Notice per parent per child. If the notice remains unpaid after 21 days the penalty increases to £120.00. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.**

This policy, after consultation with parents/carers and Governors will form part of Saints Peter and Paul Catholic High School's attendance policy.