

Handsworth Grange Community Sports College

School Term Time Leave Policy



Current Policy as of: September 2018

LT Responsibility: Sally Ruczenczyn

Governor Committee: Pupil Wellbeing



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By law, parents whose children are of compulsory school age (5-16) and registered at school, are responsible for ensuring that their children attend regularly. If they fail to do this they may be guilty of an offence and can be issued a penalty notice or prosecuted under section 444 of the Education Act 1996.

From September 2013, following new Government guidelines no leave of absence can be authorised by school for holiday during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances school may authorise leave during term time and will consider each request on its own merits.

- Any requests for leave during term time require the parent/carer to complete a '**Notification of Term Time leave**' form. The request should be submitted at least four weeks (20 school days) in advance of the intended leave.
- Leave should not be taken during national or school testing weeks.
- Leave should not be taken during the first two weeks of September due to this being an important time for establishing relationships, routines etc.
- Student attendance should be above **96%** (If this is within the first term of a new academic year then the previous year's attendance will be used).
- Year 10 and 11 pupils should not take leave due to the continuous cycle of assessed examination work and this being an important time for preparing for exams.
- The actual date that the child will return to school should always be provided by the parent/carer.
- School will inform parents in writing within 10 school days of receiving the form advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken.
- If agreement for leave is given, "H" will be shown on the pupil's record and this will count as "authorised absence". NB - If a pupil has (for example) 10 days leave and no other absence for the year, the best attendance they can achieve will be 94.7%, this is below the school target of 96%.
- If a Parent/Carer takes their child out of school without permission being granted, this will count as an "unauthorised absence," and will show a "G" on the pupil's attendance record.
- Parents/carers should contact school if any delays occur.
- Failure to return to school on the expected day after leave may result in a student being taken off roll at Handsworth Grange Community Sports College and they will need to reapply for a place. Parents should be aware that this process may not be successful because of the popularity of the school and our oversubscribed nature.

- If parents take their child on holiday in term time without the Headteacher's authorisation, they may be issued with a FIXED PENALTY NOTICE (a fine) on their return.
- The schools attendance officer (EWO) will be responsible for informing the LA of fixed penalty notices to be issued and preparing the paperwork.

The penalty is a £60 fine if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. A Penalty Notice may be issued to *each* parent in respect of each unauthorised period of absence. If the penalty is not paid in full within the 28 days Sheffield City Council may prosecute.

If pupils achieve 100% attendance (190 days) they still have an amazing 175 days holiday.

Leave for religious observance

Handsworth Grange Community Sports College acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

- Leave may be granted for any day of religious observance if recognised by the Parents'/Carers' religious body.
- Parents'/Carers' are requested wherever possible to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than **two** days be designated for any individual occasion of religious observance/festival and no more than **three** days in total for any academic year.

Compiled by (print name): Sally Ruczenczyn Date: September 2018	Approved by Governing Body (print name): E Underwood Date: September 2016
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Approved by

Governor: **Date:**

Signature: