



## Seacroft Manston Family of School leaders have an agreed policy about giving permission for requested exceptional absence from school.

This agreement is part of our drive to maximise attendance by reducing absence during term time. Absence from school has a detrimental effect on pupil's progress and attainment. Every school is required to monitor and support pupils to maintain maximum school attendance.

### The Law

By law, you must ask permission for your child to miss school. If you don't, you risk a penalty notice which is up to £120.

When a school doesn't give permission, absence is unauthorised and counted as truancy.

### Our Policy

Parents do not have the right to remove their children from school for a holiday. The Head Teacher will decide whether or not exceptional leave will be granted and the absence should be authorised.

Exceptional leave in term-time will only be authorised if parents or carers make a request to the school on the appropriate form, giving reasons why exceptional leave is being requested during term time.

It is unlikely that exceptional leave requests will be authorised under the following circumstances.

- During national or school tests or examinations;
- When a pupil's attendance has been below 90%, or lower than their previously agreed individual target;
- During the month of September and when added to an established holiday;
- A Head Teacher cannot authorise more than 10 days exceptional leave during term-time in any school year.

Exceptional leave in term-time will only be authorised if parents or carers make a request to the school in advance on the appropriate form and can show that there are exceptional reasons why the absence has to be in term-time. The cost, convenience or availability of a particular holiday will not be taken into consideration.

If exceptional leave has not been authorised by the Head Teacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised in the class register.

Absence for religious observance may be agreed by the Head Teacher but will not exceed 2 days in any school year.

Where parents or carers repeatedly take their children out of school without permission the school has the option to request a penalty warning from the Local Authority.

