



# St Bernard's Catholic High School

---

## Request for Time Off School in Term Time Policy

---

<b>Policy Name</b>	<b>Request for time off school in term time Policy</b>
<b>Policy Group</b>	<b>Pastoral Policies</b>
<b>Policy Produced By</b>	<b>M Page / N Eaton</b>
<b>Date Policy Updated</b>	<b>30/09/14</b>
<b>Date SLT Agreed</b>	
<b>Date Governors Approved</b>	
<b>Date of Next Review</b>	<b>09/15</b>
<b>Linked or Related Policies</b>	<ul style="list-style-type: none"><li>• <b>St Bernard's School Disciplinary Policy</b></li></ul>
<b>Named Persons in this policy</b>	



The Headteacher no longer has the authority to grant holidays during Term-time. This power has been removed following changes in government legislation regarding school attendance. School holidays are the time for families to take holidays.

At St. Bernard's, we feel that this change reflects our long-standing view on the importance of exemplary school attendance; the positive mind-set that this creates for young people about their school life and future.

**If a pupil is to be absent from school for any reason**, evidence in writing must be submitted, at least two weeks prior to the absence, which should demonstrate the reasons why this should be permitted. This should be supported by evidence from an external professional where applicable. (This includes sporting events, religious events, not part of the usual school curriculum)

The single reason for leave of absence being granted will be based on **compassionate grounds**. These requests must be made in writing to the Headteacher, who will consider each case on an individual basis. The following criteria will be used to form the basis of any decision;

- Attendance for previous/current year is greater than 95%
- Previous requests being made to the school
- Year group of the pupil

Reasons such as cheaper holidays, availability of certain days for parents, already having made a booking and incurring financial loss will not be accepted as reasons to grant leave of absence, neither can family weddings and similar celebrations be authorised.

Parents will be notified in writing should application for leave of absence be denied.

Should absence occur following an application being denied, this will be recorded as unauthorised absence. Accruing more than 20 sessions of unauthorised absence is likely to result in the issue of a Fixed Penalty notice.

**Following a period of such unauthorised absence, a reintegration meeting may need to be held between the EWO and the parents.**

In extreme circumstances, a pupil who has been removed from the school through unauthorised leave of absence may be removed from the school roll. The parents will need to reapply to the school to have their child readmitted to the school roll if this were to happen.





### Example Figures

The following table outlines the affect absence from school has on overall attendance figures for an individual pupil;  
(assuming 190 days of possible attendance)

Number of days absence	Resulting Attendance
2	99%
5	97%
10	95%
15	92%
20	89%
25	87%
30	84%

Monitoring of pupil attendance is done by form tutors, pastoral support officers and the EWO.

Should any decisions need to be made regarding any authorisation of absence from the school, attendance will not be considered as the Year to Date, but for a rolling 12 month period (including the final year of primary school for Year 6 pupils).

As a rule of thumb; one day of absence will equate to a 0.5% drop in attendance for the year. Looking at the whole year, the above table should allow for projections to be made of the affect a period of absence would have on attendance.

