



Mayfield School

Policy for Extended Leave and Absence during Term Time

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1. Introduction

- 1.1 Time off school for **holidays** is not a right. Headteachers have discretion to allow up to 10 days absence in exceptional circumstances such as:
- for service personnel and other employees who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education; and
 - when a family needs to spend time together to support each other during or after a crisis.

Holidays which are taken for the following reasons should not be authorised:

- availability of cheap holidays;
 - availability of the desired accommodation;
 - poor weather experienced in school holiday periods; and
 - overlap with beginning or end of term (exceptionally for minimum period: see Sections 2.4 & 2.6).
- 1.2 Attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 pupil days in the school year) is shown to compromise pupil attainment. At 90% attendance pupils miss the equivalent of almost 4 weeks education (19 days) and only 10% of pupils who are persistently absent from school achieve 5 A-C grades at GCSE.
- 1.2.1 Holidays during term time, once the exception, providing for parents/carers with inflexible leave patterns in their work have become increasingly the norm as families take holidays (sometimes multiple holidays) during the school year and seek economic off-peak costs.
- 1.3 Extended visits to the country of family origin provide important opportunities to reaffirm family, linguistic and cultural identities. As such they can be positive personal and educational experiences.
- 1.4 At the same time there is strong evidence to indicate that such visits, where they result in significant absence from school during term time, are disruptive to the pupil's education and have a negative impact on attainment.

- 1.5 The DfE continues to identify holidays during term time and extended leave abroad as issues of serious concern, impacting on overall levels of attendance and attainment in city schools.
- 1.6 The discretion given to headteachers and governing bodies to determine whether to grant leave of absence in individual cases and how much absence to sanction, results in inconsistencies across the city. This is compounded by varied parental interpretation of guidance on holidays during term time.
- 1.7 The issue of removing pupils from the school roll when they fail to return to school within an agreed period also results in widely differing policy and impacts upon school admissions within clusters of schools.

2. Key Elements of the Guidance

- 2.1 Term time holidays and leave of absence are not allowed as a rule. Information for parents/carers clarifying their legal responsibilities regarding attendance and highlighting the impact of absences during term time should be made available each year to all parents/carers, through new parent & pupil induction, as part of parent evenings and in the school's prospectus. (Materials, available from EWS, will support this.)
- 2.2 Parents/carers should be discouraged from arranging holidays, here or abroad, or visits to their country of family origin, during term time.
- 2.3 Parents/carers are expected to apply to the headteacher, in good time (i.e. at least six weeks or half a term in advance), for permission to take their children out of school during term time. All schools should operate a formal process of application, interview and contract.
- 2.4 Headteachers should record the number and frequency of absences taken for this purpose throughout a pupil's school career in order to assess the potential impact on a pupil's education of any proposed term time leave. (*A recommended letter of application; record of visits; and an agreement / contract form are attached in the appendices*).
- 2.5 Birmingham schools are recommended to use the EWS calculator in their consideration of requests and to refer to the factors in their communication with parents. (*Copy is in the appendix*). This calculator

takes into account: -

- The pupils current absence record
- The number of previous similar requests
- The year group the pupil is in

2.6 As part of their application parent/carers will be expected to demonstrate a willingness to make arrangements that cause least disruption to their children's learning. This may involve:

- Wrapping days of absence around existing school holiday periods to minimise time out of school (but avoiding start of term, especially beginning of academic year, if possible)
- Considering whether it is wholly appropriate for the child/children to accompany adults in some circumstances
- Weighing the benefits to the family against detriment to the child's/children's educational progress & attainment
- Avoiding periods where there are public examinations and National Curriculum assessments
- Making arrangements to complete coursework or curriculum work if an extended period of absence is sought

2.7 The headteacher and Governing body are within their rights to turn such applications down and refuse permission for parents/carers to take their children out of school during term time. Such a decision will have been made in the best interests of the pupil's educational progress and attainment and with due regard to their previous attendance record.

2.8 The headteacher may, on rare occasions, make a judgement that there are genuine and exceptional circumstances pertaining to an application to take a pupil out of school during term.

For example:

- Parent/carer required to take leave during factory or workplace close down
- Inflexible leave allocation in parent's profession
- Parent/carer recuperation and convalescence from critical illness or surgery
- Death of parent or sibling
- Life threatening or critical illness of parent or sibling

Family emergencies need careful consideration. It is not always in the best interests of the pupil nor wholly appropriate for them to miss school for family emergencies that are being dealt with by adult family

members. School and school friendships and relationships can provide pupils with stability and care during difficult times. The routine of school can provide a safe and familiar background to life during times of upheaval.

However, where the Head Teacher judges there to be genuine and pressing reasons for a pupil to be absent during term time, they may agree up to a maximum of 10 consecutive days absence in any one school year.

Granting such a block of leave should be **an absolute exception**.

- 2.8.1 As there are no grounds for establishing any common set period the Head Teacher or authorised Senior Staff Member must consider each individual application on merit, taking into account:
- The time of the academic year proposed
 - The motive and purpose of the absence and the benefit to the child
 - The duration of the absence and its impact on continuity of learning
 - The circumstances of the family request
 - The rarity of this event during the child's school career
 - The overall attendance pattern of the child
- 2.9 Only one such absence should be granted in the primary phase or the secondary phase of a pupil's education.
- 2.9.1 A home/school contract or agreement, stating the date of return, must be agreed and signed by the parent and Head Teacher. A suggested format for the contract, which should be printed on school headed notepaper, is attached in the Appendix. **The school and the parent(s) should retain a copy of the contract** and any subsequent letters. This is particularly important if parents' later appeal following the loss of a school place.
- 2.9.2 Failure to agree a home/school contract, or non-return by the agreed date, places the pupil at risk of losing his/her school place: The parent must be informed of this.
- 2.9.3 Requests for holidays or visits abroad should be made to the school well in advance. Where unforeseen events occur (e.g. family bereavement) parents/carers are still required to contact the school to

request leave of absence.

- 2.9.4 Where the Head Teacher grants leave which is less than 10 days, and where the pupil doesn't return as agreed, the school should immediately contact/write to the parent(s) to ascertain the reason for non-return. If there is no response from parents or the reasons given are unacceptable, the parent(s) must be advised that the pupil may lose its place; that the un-agreed absences will be unauthorised (use code G); and the LA will consider whether to issue a Penalty Notice. If the pupil hasn't returned after 10 days non-agreed absence then the Education Social Worker should be informed and must always be involved prior to de-registration.
- 2.9.5 Where a pupil has been granted 10 or more days leave (defined as Extended Leave) and does not return to school on the agreed date the school and Education Welfare Service will make reasonable enquiries within 10 days of the whereabouts of the pupil, before de-registration is considered. The further period of 10 days will be coded 'G' and count as unauthorised absence.
- 2.9.6 Parents/carers must be informed, during the initial application for leave, of the fact that they may lose their child's school place if they do not return when agreed. The Education Welfare Service must be consulted before any decision is taken to de-register a pupil. The Education Welfare Service must be informed **in advance** and in writing, of the Head Teacher's decision is to de-register a pupil.
- 2.9.7 Parents contacting the school to request additional leave must have their request considered on an individual basis.
- 2.9.8 Where a pupil's return is later than that agreed, schools may require parents to re-apply for their child's place and may be interviewed by the Head Teacher.
- 2.9.9 This guidance relates to all parents/carers wishing to take their children on holiday during term- time on an extended visit abroad or to their country of family origin.

3. Details of Procedures/Timeline for Intervention

- 3.1 The procedures and timeline for intervention regarding extended visits are detailed in the flow charts included in the Appendix 1&2. The letters referred to in the timeline are also included in the Appendix 5, 6 &7 and should be issued on school headed notepaper.

3.2 The admission procedures for pupils returning to the UK without a school place are provided in the Appendix 3. In all cases the Admissions/Withdrawals form must be completed. **It is essential that the Local Authority is made aware of all cases in which families have approached the school and have not been offered a place for their child.**

3.3 Unless otherwise stated, actions detailed are those to be taken by the school.

3.4 In cases where the Head Teacher knows or suspects that a parent/carer is going to be taking their child on leave, despite the leave not being authorised, the letter in Appendix 13 letter 5, can be sent to the parents by the Education Social Worker.

4. Recording and Monitoring Holiday and Extended Absence: Individual Pupil Records.

4.1 An example of a form, which can be used by schools to record and monitor the absence of individual pupils, is included in the Appendix 8.

4.2 Information on extended absence of individual pupils may be needed as part of the assessment of pupils with Special Educational Needs and is good practice in reviewing the progress of all pupils.

5. Attendance Coding, Data Collection and Analysis

5.1 Holidays sanctioned during term time continue to be coded as 'H' and count as Authorised absences. This is for a maximum of 10 days in a school year and should only be granted in exceptional circumstances (10 days leave in term time should not be regarded as the norm).

5.2 Where a family holiday or absence has not been agreed or days taken in excess of an agreement it is to be coded 'G' and count as **Unauthorised** absences. Please note that where G codes have been used consideration can be given by the Local Authority to issue a penalty notice to the parent/carers.

5.3 If the Head teacher considers there are **exceptional** circumstances why a pupil should be granted approval for leave in excess of the 10 days it is to be coded 'F' and count as Authorised absences, i.e. first 10 days as H and **then** F.

5.4 Parents should be advised that if they take holiday which is not authorised, they may be served with a penalty notice by the Local Authority which may result in court action. Individual cases are considered on their own merit. A combination of all unauthorised absence over the preceding 12 months, including code G will be taken and will be the basis of any decision by the Local Authority. Please note that penalty notices are issued in respect of each parent in each instance for each child.

6. Strategies to Maximise the Educational Opportunities of Visits

6.1 When schools and parents/families meet to agree an extended absence contract they should discuss ways in which pupils can be helped to derive maximum educational benefit from the visit. A number of ways in which this support can be provided are outlined below.

6.2 Suggestions for Parents

Schools can draw up a list of 'suggestions for parents' to talk through with families. Such a list might include:

- Talk to your child about their experience
- Take books and read with your child regularly
- Encourage your child to record his/her experience in writing (perhaps in the form of a diary) but also through drawings and photographs. These can be shown to the child's teacher and friends on return
- Get your child to write to the school or send postcards
- Give your child's teacher an address where friends can write

7. Procedures for sharing with families the recommendations made in the guidelines.

7.1 For the school's policy to be effective it is essential that schools share with parents the expectations and procedures outlined in this document.

7.2 A guidance leaflet for parents may be made available in community languages.

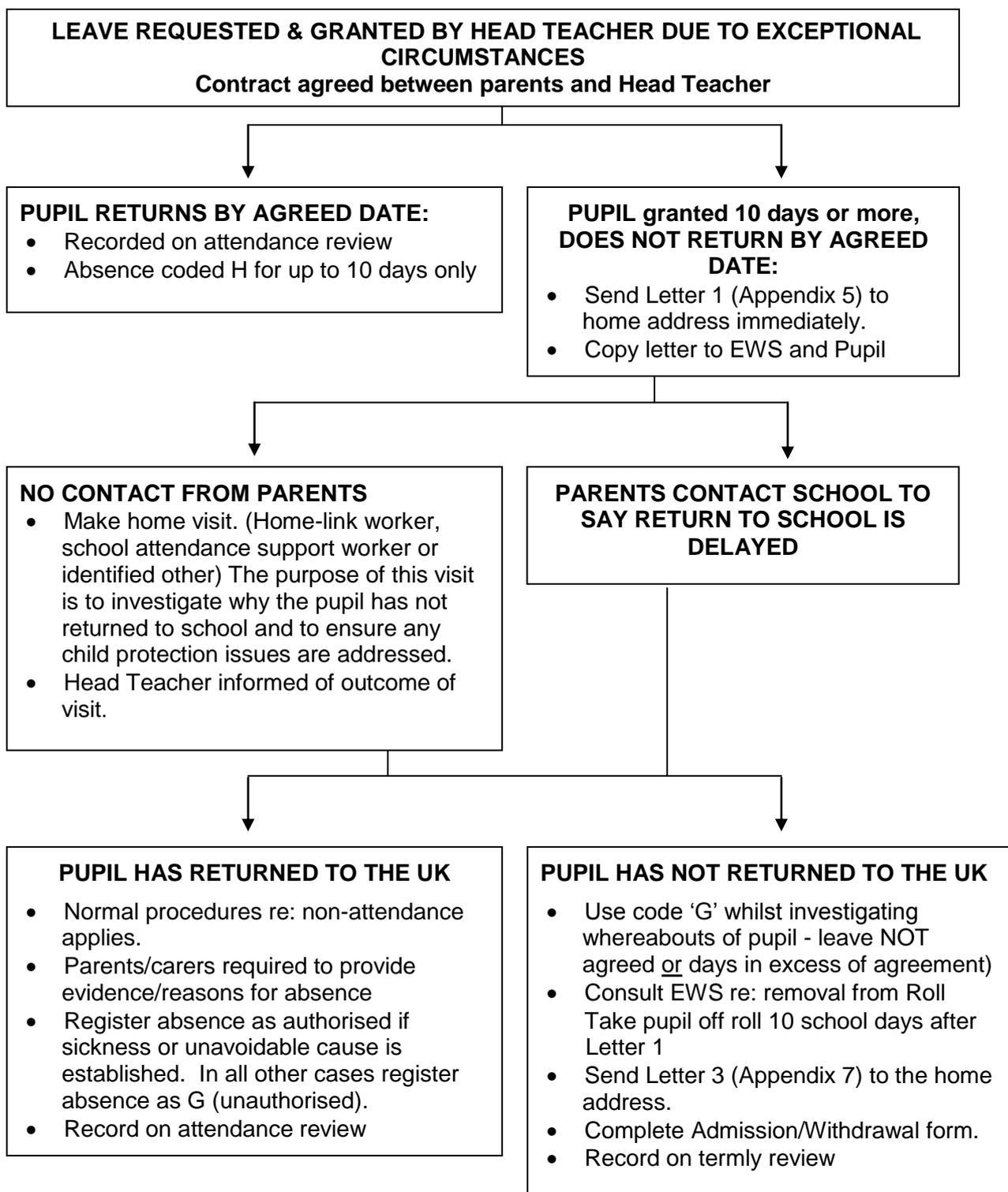
7.3 It is recommended that schools hold meetings for parents specifically in relation to this policy statement.

- 7.4 New intake evenings and parents' evenings can also be used to share information with parents.
- 7.5 The Local Authority recommends that schools give a clear and consistent message to parents/carers that absences for the purpose of holidaying or making visits abroad during term time are not allowed as a rule and that taking children out of school during term time is not in the best interests of their educational progress or attainment.
- 7.6 ANY UNAUTHORISED ABSENCE IS DAMAGING TO YOUR CHILD'S EDUCATION AS WELL AS REFLECTING BADLY ON THE SCHOOL. PLEASE CONSIDER THIS MATTER VERY CAREFULLY BEFORE MAKING A REQUEST FOR ABSENCE DURING TERM TIME.

Appendix: 1

Absence during term time procedures

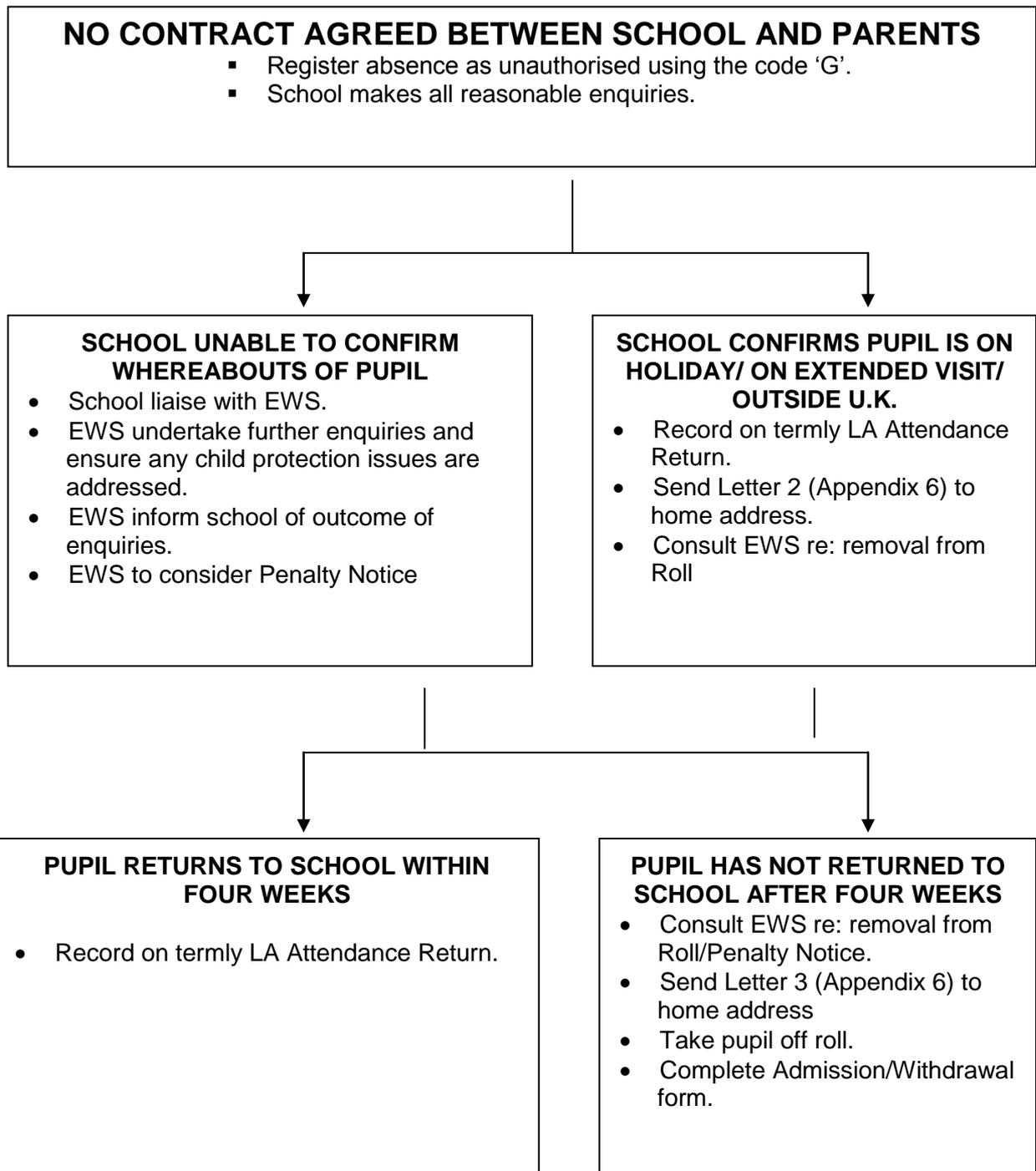
Written Contract Agreed Prior to Departure



Appendix 2

Absence during term time procedures

No Contract Agreed



Appendix 3

Admission procedures for pupils returning to UK without a school place.

PROCEDURES FOR PRIMARY SCHOOLS

IF THE FAMILY APPROACHES SCHOOL AND A PLACE IS AVAILABLE

- Interview parent/carer and admit pupil.
- Complete Admissions/Withdrawal form.
- Record on termly or annual LEA Attendance Return.

IF THE FAMILY APPROACHES SCHOOL AND NO PLACE IS AVAILABLE

- Advise family of nearest alternative school(s).
- Provide the contact number for Admissions and Appeals Team
- Complete the final section of Admissions/Withdrawals.

PROCEDURES FOR SECONDARY SCHOOLS

COMMUNITY & VOLUNTARY CONTROLLED SECONDARY SCHOOLS

- In all cases school advise parents to contact Admissions and Appeals Team.
- Complete the final section of Admissions/Withdrawals form.

VOLUNTARY AIDED AND FOUNDATION/ SECONDARY SCHOOLS

- If unable to offer school place, advise parents of right to appeal and to contact Admissions and Appeals team.
- Complete final section of Admissions/Withdrawals form.

PLEASE NOTE: IT IS ESSENTIAL THAT THE L.A. IS NOTIFIED OF ANY CHILD IN THE AUTHORITY WITHOUT A SCHOOL PLACE

In writing or via the Education Social Worker

Appendix 4

Home School Contract

For Pupil Absence during Term Time

This contract is an agreement between

The parents/carers ofand the school.

We have agreed that will be absent from school

from (date).....to (date).....

The absence needs to take place at this time because

.....

.....

He/she will return to school on or before

.....

It is understood that if he/she does not return by the agreed date that (a) the Local Authority may issue a Penalty Notice to each parent for each absent child and (b) there may no longer be a place for him/her at the school and he/she is likely to be removed from the school register, in accordance with the Birmingham City Council Children, Young People and families Directorate on Extended Absence.

Parent's/Guardian's signature:

Head teacher's signature:

Date:

Appendix 5

Letter One: Where a period of 10 or more days has been granted

Dear

Your child has now been absent from school forschool days. Before you left England/home you agreed that your child would return to school on As this date has now passed and your child has not returned, I need to let you know that if your child has not returned to school before(i.e. 10 days after the agreed return date* delete before letter is printed), we will need to remove him/her from the school register. **This would mean your child would not have a place at this school.**

The absence after the return date is unauthorised and therefore the Local Authority may decide to issue a Penalty Notice to each parent for each absent child. This is in line with Birmingham City Council Children, Young People and Families Directorate Policy on Extended Absence. Please contact me as soon as you return.

Yours sincerely

Head Teacher

Appendix 6

Letter Two

Dear

It is our understanding that your child is absent from school in order to go on holiday or make an extended visit abroad. This absence has not been authorised and no home/school contract has been agreed.

Therefore the Local Authority may decide to issue a Penalty Notice to each parent for each absent child.

In line with the Birmingham City Council Children, Young People and Families Directorate Policy on Extended Absence, unless your child has returned to school by(i.e. 4 weeks after the date of first absence* delete before the letter printed) **(s) he will be taken off the school roll and will no longer have a place at this school.**

Please contact me as soon as you return.

Yours sincerely

Head Teacher

Appendix 7

Letter Three

Dear

Your child has now been absent from school for weeks.

Following my letter dated, and in line with the Birmingham City Council Children, Young People and families Directorate Policy on Extended Absence, we have removed your child from our school roll.

This means that your child no longer has a place at this school.

You need to contact the school and/or Admissions and Appeals Service to arrange the future education of your child. Admissions and Appeals address, telephone number and opening hours are as follows:

Admissions and Appeals Team
Margaret Street
Birmingham B3 3 BU
Tel: (0121) 303 2250

Opening hours are;
8-45 a.m. to 5-15 p.m. Monday to Thursday
8-45 a.m. to 4-15 p.m. Friday

Yours sincerely

Head Teacher

Appendix 8

(Primary)

Record of Extended absence Overseas and Holidays during term time

Pupils Name: _____UPN_____

Please enter the date of final attendance before departure on visit overseas and date of return.

	Autumn	Spring	Summer
Nursery			
Reception			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			

School Name _____

Appendix 9

(Secondary)

Record of Extended Absence Overseas and Holidays during term time

Pupils Name: _____UPN_____

Please enter the date of final attendance before departure on visit overseas and date of return.

	Autumn	Spring	Summer
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			

School Name _____

Appendix 10 LA Attendance Return: To be completed and forwarded to the EWS Information Coordinator on the last day of each half term.

Name of School _____ Pupils absent on family holiday, or extended visit abroad during the half term

First Name	Surname	Unique Pupil Number (UPN)	Gender M/F	Ethnic Origin Code (See Over)	Year Group (at time of absence)	First date of absence	If authorised, agreed return date	Actual date of return	For extended visits only	
									If unauthorised, date taken off roll	If not returned as agreed, date taken off roll

If nil return please tick

Signed (on behalf of the school) Designation Date

Please return to: Information & Data Coordinator, EWS, Inclusion Support Education Centre, Perry Common Road, Birmingham B23 7AT, etc.)

Appendix 11

ETHNIC ORIGIN

Please use only one of the following codes to describe a pupil's ethnic origin.

Ethnicity codes

ABAN	BANGLADESHI
AIND	INDIAN
AKAO	KASHMIRI OTHER
AKPA	KASHMIRI PAKISTANI
AOPK	OTHER PAKISTANI
AOTA	OTHER ASIAN
ASLT	SRI LANKAN TAMIL
BAOF	OTHER BLACK AFRICAN
BCRB	CARIBBEAN
BOTH	ANY OTHER BLACK BACKGROUND
BSOM	SOMALI
CHNE	CHINESE
MABL	ASIAN AND BLACK
MOTM	OTHER MIXED BACKGROUND
MWAS	WHITE AND ASIAN
MWBA	WHITE AND BLACK AFRICAN
MWBC	WHITE AND BLACK CARIBBEAN
NOBT	INFORMATION NOT OBTAINED
OAFG	AFGHANISTANI
OARA	ARAB
OKOR	KOREAN
OKRD	KURDISH
OOEG	OTHER ETHNIC GROUP
OVIE	VIETNAMESE
OYEM	YEMENI
REFU	REFUSED
WALB	ALBANIAN
WBOS	BOSNIAN-HERZEGOVINIAN



WBRI	BRITISH
WCRO	CROATIAN
WIRI	IRISH
WIRT	TRAVELLER OF IRISH HERITAGE
WOTW	OTHER WHITE
WROM	GYPSY/ ROMA
WWEU	WHITE WESTERN EUROPEAN

Appendix 12

Letter 4

Letter where the request from parents/carers has been considered but not granted

Dear

I am unable to grant your request for your child/children
..... to be absent from school during term time.

I assure you that I have made this decision with the best interests of your child in mind. I will not authorise this absence.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in line with Birmingham Local Authority's policy on absence during term time.

Birmingham Education Welfare Service requires the school to inform them of any unauthorised absences from school and they will take appropriate action, which may include issuing Penalty Notices to Parents/Carers, or instigating Court Action.

It is essential at this point for your child/children to be in school regularly to benefit fully from their educational opportunity. Continuity of attendance underpins academic achievement as well as social and emotional development. We are sure you would not wish to jeopardise your child's current academic progress by taking them away at this time.

Yours sincerely

Head Teacher

Appendix 13

Letter 5

Letter where it is suspected or known that parents/carers are intending to take a pupil out of school for a holiday or visit without permission of the Head Teacher

Dear

We understand that you intend to take *name of child/ DOB* ...on a holiday/ trip during term time from/about.....2008, without the authorisation of the Head Teacher ofSchool.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in line with Birmingham Local Authority's policy on absence during term time.

Birmingham Education Welfare Service requires the school to inform them of any unauthorised absences from school and they will take appropriate action, which may include issuing Penalty Notices to Parents/Carers, or instigating Court Action.

It is essential at this point for your child/children to be in school regularly to benefit fully from their educational opportunity. Continuity of attendance underpins academic achievement as well as social and emotional development. We are sure you would not wish to jeopardise your child's current academic progress by taking them away at this time. If you decide to take your child away without the authorisation of the Head teacher, the absence will be unauthorised and your child may lose their school place.

If you wish to discuss this matter further, please contact the school or myself.

Yours sincerely

Education Social Worker forSchool

Appendix 14

Letter 5a

Letter where it is suspected or known that parents/carers have taken a pupil out of school for a holiday or visit without permission of the Head Teacher

Dear

We understand that you have taken *name of child/ DoB* ...on a holiday/ trip during term time from/about.....2008, without the authorisation of the Head Teacher ofSchool.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in line with Birmingham Local Authority policy on absence during term time.

Birmingham Education Welfare Service requires the school to inform them of any unauthorised absences from school and they will take appropriate action, which may include issuing Penalty Notices to Parents/Carers, or instigating Court Action.

It is essential at this point for your child/children to be in school regularly to benefit fully from their educational opportunity. Continuity of attendance supports academic achievement as well as social and emotional development. Taking your child away during school term time will jeopardise your child's current academic progress and your child may lose their school place.

Your child's absence for this period is recorded as unauthorised. The circumstances for your child's absence are carefully scrutinised on an individual basis, taking into account your child's previous attendance record. On this occasion, the decision has been made not to issue a Penalty Notice. However, please be advised that in any future consideration, previous instances of unauthorised holiday/ trips in term time will be considered.

If you wish to discuss this matter further, Please contact the school or myself.

Yours sincerely

Education Social Worker forSchool

Appendix 15: Taking Pupils off roll

The Education (Pupil Registration) (England) Regulations 2006 prescribe the grounds on which the name of a pupil of compulsory school age can be taken off a school's admission register. With regard to reducing absence during term time, the two most common grounds are Regulation 8(1)(f) and 8(1)(h):

Deletions from Admission Register Section 8.—(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

(f) In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted, and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause and both the proprietor and the local education authority have failed after reasonable enquiry to ascertain where the pupil is.

(h) That he has been continuously absent from school for a period of not less than twenty school days and (i) at no time was [the absence] authorised by the proprietor in accordance with reg. 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any unavoidable cause; and (iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to locate the pupil”;

Regulation 7(3) provides: "Subject to paragraph (4), on application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday."

Paragraph 4 provides " Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than ten school days leave of absence in any school year."

Before a pupil can be deleted from the register under regulation 8(1)(f) the following conditions must be satisfied:

- 1) The pupil must have been granted leave;**
- 2) That agreed grant of leave must exceed 10 days;**
- 3) The pupil must have failed to attend within ten days following the expiry of the period during which leave was granted;**
- 4) The proprietors, or governors must not be satisfied that the pupil is unable to attend because of sickness or unavoidable absence.**

If a case does not fit within this criteria - the school has no lawful authority to remove the pupil's name from the register. Instead, an unauthorized absence mark should be used for extra day's absence.

Schools should seek advice from Education Welfare Service before taking a pupil off roll in such cases where dates of absence have not been agreed and consequences of non-return on agreed dates clearly spelled out to parents/carers.

In a recent court case dealing with these issues the judge said:
"The statutory scheme contained within reg 9(1)(e) cannot operate unless it is possible clearly to identify the period of leave and the period of grace. Thus it is of great importance that the period of leave should be specific and should refer to identified dates. There should be no assumed grant of leave because those periods must be carefully identified. Further, it is important that parents know of the defined period of grace and should be warned of the consequence of failure to return within that period. "

Appendix 16 (3 pages)

PRIMARY SCHOOLS

Calculation Chart – Authorisation of Holidays in Term Time

Request made by in respect of Year/Form Group

From: / / To: / / Date Received: / / Calculation completed by

The education impact of each individual holiday request should be evaluated by scoring ALL the following questions:

Evaluation Criteria	Points possible	Points allocated	Total
What stage of their education is the pupil in question at?	Year R = 1pt Year 4 = 3pts Year 1 = 2pts Year 5 = 3pts Year 2 = 3 pts Year 6 = 4 pts Year 3 – 2 pts		
What is the overall level of attendance taking into account this request (refer to chart overleaf)**	0% to 79.99% = 4pts 80% to 84.99% = 3pts 85% to 92.99% = 2pts 93% to 94.99% = 1pts		
How close are they to a major exam or SATs?	More than 16 weeks = 1 pt 8 – 16 weeks = 2 pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts		
Holiday to be taken in	First 6 weeks of school year = 6pts Between 3 rd week & Autumn Half term of Year R = 2pts		
Mitigation : e.g. elements of holiday relevant to curriculum; special family circumstances not specifically prohibited by DCFS guidance	Subtract 2 points from total		
Details of mitigation		TOTAL	

DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED

N.B. Leave for Family Holiday where the **total** number of point exceeds 6 should not be authorised by the school. The only exceptions to the above would be where the parent

has applied for Extended Leave of Absence in special circumstances

Where the level of attendance is below 80% at the time of the request, and a pupil has already been referred for EWS action, absence for holiday should not be authorised as the LA may well be in the process of taking legal action against the parents

*This chart relates the amount of leave requested to the level of attendance at the time of the request. Where the absence would reduce overall attendance to 80% or less, this will accrue maximum points and, in the majority of cases, lead to refusal of the request.

N.B. Head Teachers may not legally authorise more than 10 school days leave of absence in any academic year, save in exceptional circumstances following a request for Extended Leave of absence using the 'F' code.

SECONDARY SCHOOLS

Calculation Chart – Authorisation of Holidays in Term Time

Request made by in respect of Year/Form Group			
From: / / To: / / Date Received: / / Calculation completed by			
The education impact of each individual holiday request should be evaluated by scoring ALL the following questions:			
Evaluation Criteria	Points possible	Points allocated	Total
What stage of their education is the pupil in question at?	Year 7 = 1pt Year 10 = 4pts Year 8 = 2pts Year 11 = 4pts Year 9 = 3 pts		
What is the overall level of attendance taking into account this request (refer to chart overleaf)**	0% to 79.99% = 4pts 80% to 84.99% = 3pts 85% to 92.99% = 2pts 93% to 94.99% = 1pts		
How close are they to a major exam?	More than 16 weeks = 1 pt 8 – 16 weeks = 2 pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts		
Holiday to be taken in	First 6 weeks of school year = 6pts Between 3 rd week & Autumn Half term of Year R = 2pts		
Mitigation : e.g. elements of holiday relevant to curriculum; special family circumstances not specifically prohibited by DCFS guidance	Subtract 2 points from total		
Details of mitigation		TOTAL	
DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED			
N.B. Leave for Family Holiday where the total number of point exceeds 6 <u>should not be authorised by the school</u> . The only exceptions to the above would be where the parent has applied for Extended Leave of Absence in special circumstances			

Where the level of attendance is below 80% at the time of the request, and a pupil has already been referred for EWS action, absence for holiday should not be authorised as the LA may well be in the process of taking legal action against the parents

*This chart relates the amount of leave requested to the level of attendance at the time of the request. Where the absence would reduce overall attendance to 80% or less, this will accrue maximum points and, in the majority of cases, lead to refusal of the request.

N.B. Head Teachers may not legally authorise more than 10 school days leave of absence in any academic year, save in exceptional circumstances following a request for Extended Leave of Absence using the 'F' code.

Days Absent To Date	Days Requested									
	1	2	3	4	5	6	7	8	9	10
0	99.50	99.00	98.50	98.00	97.50	97.00	96.50	96.00	95.50	95.00
1	99.00	98.50	98.00	97.50	97.00	95.60	96.00	95.50	95.00	94.50
2	98.50	98.00	97.50	97.00	95.60	96.00	95.50	95.00	94.50	94.00
3	98.00	97.50	97.00	95.60	96.00	95.50	95.00	94.50	94.00	93.50
4	97.50	97.00	95.60	96.00	95.50	95.00	94.50	94.00	93.50	93.00
5	97.00	95.60	96.00	95.50	95.00	94.50	94.00	93.50	93.00	92.50
6	95.60	96.00	95.50	95.00	94.50	94.00	93.50	93.00	92.50	92.00
7	96.00	95.50	95.00	94.50	94.00	93.50	93.00	92.50	92.00	91.50
8	95.50	95.00	94.50	94.00	93.50	93.00	92.50	92.00	91.50	91.00
9	95.00	94.50	94.00	93.50	93.00	92.50	92.00	91.50	91.00	90.50
10	94.50	94.00	93.50	93.00	92.50	92.00	91.50	91.00	90.50	90.00
11	94.00	93.50	93.00	92.50	92.00	91.50	91.00	90.50	90.00	89.50
12	93.50	93.00	92.50	92.00	91.50	91.00	90.50	90.00	89.50	89.00
13	93.00	92.50	92.00	91.50	91.00	90.50	90.00	89.50	89.00	88.50
14	92.50	92.00	91.50	91.00	90.50	90.00	89.50	89.00	88.50	88.00
15	92.00	91.50	91.00	90.50	90.00	89.50	89.00	88.50	88.00	87.50
16	91.50	91.00	90.50	90.00	89.50	89.00	88.50	88.00	87.50	87.00
17	91.00	90.50	90.00	89.50	89.00	88.50	88.00	87.50	87.00	86.50
18	90.50	90.00	89.50	89.00	88.50	88.00	87.50	87.00	86.50	86.00
19	90.00	89.50	89.00	88.50	88.00	87.50	87.00	86.50	86.00	85.50
20	89.50	89.00	88.50	88.00	87.50	87.00	86.50	86.00	85.50	85.00

1. Read where the 'days absent to date' row intersects with the 'days requested' column e.g.(7,5) = 94
2. The figure shown is the maximum attendance a pupil can achieve with no further absences this school year
3. The section indicates where the result would take maximum possible attendance below 90%, so would not be approved unless exception circumstances
4. Please note there needs to be Special Circumstances to authorise any leave in term time. Leave in term time is not a right.

5. It should be borne in mind that the earlier in the school year the holiday is taken, the longer there is for other absence to occur, taking attendance below the maximum possible indicated by the chart.

Schools should therefore consider the attendance of the pupil during the previous school year to assist their education.