



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***LEAVE OF ABSENCE***  
***OUR LADY & ST JOSEPH CATHOLIC PRIMARY***  
***SCHOOL***

PREPARED BY: P Devereux  
APPROVED BY: Governors  
DATE: October 2020  
REVIEW DATE: October 2022



## **GOVERNORS' POLICY ON HOLIDAYS AND LEAVE IN TERM TIME**

New legislation introduced in September 2013 states that holidays during term time can no longer be authorised, unless in exceptional circumstances, which the Headteacher must be satisfied about.

If the leave is not authorised by the Headteacher and children are absent during the requested time, parents may receive a penalty notice (fine).

Tower Hamlets has a very clear policy that holidays should be taken in school holiday periods when children can enjoy them without their education being affected.

Children are not permitted to take holidays in term time and schools are advised not to agree to any applications for holidays or leave in term time. This is because absence from school is disruptive to children's education and affects their achievement

### **How do I make a request for leave of absence in term time?**

1. You need to complete a leave of absence request form, which is attached at the back of this leaflet, at least 10 days before the start of the proposed leave.
2. The completed form must then be sent to the school for approval.
3. The school will then write to you within 7 school working days to confirm/decline the request.

### **What will happen if my request is refused but I still take the leave of absence?**

If you are absent for more than 3 days:

- Your child will lose their place in Breakfast Club and/or After School Care for a 1 week period, beginning on the first day of return. You will then have to reapply for a place in Breakfast Club or After School Care. This is not negotiable. (You will have signed a After School Care / Breakfast Club Agreement Policy)
- Your child will lose their place in any after school club in which they are participating for the remainder of the term.
- When considering places for future clubs, we will take into consideration the unapproved absence when clubs are oversubscribed.

If you take your child/children on holiday during term time for an extended period you risk losing your child/children's place at Our Lady & St Joseph Catholic Primary School. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.



### Penalty Notice

Our Lady & St Joseph Catholic Primary School will also notify the delegated local authority officer who will issue a penalty notice to you if 3 days or more have been taken. A penalty notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first class post.

If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice.

Once issued a penalty notice may only be withdrawn in the following circumstances:

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine. Prosecutions are brought under S444 of the Education Act 1996. Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.



**APPLICATION FOR LEAVE FOR EXCEPTIONAL REASONS**

**Part 1 – to be completed by the parent/carer**

**PUPILS NAME:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**HOME TEL NO:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

**LAST DAY OF  
ATTENDING SCHOOL:** \_\_\_\_\_

**RETURN  
DATE:** \_\_\_\_\_

**Please give details of exceptional reasons for this application and attach any supporting evidence:**



(continue of a blank page if necessary and attach)

**2 – to be completed by the school**

(i) This application has not been approved because there is insufficient evidence that the leave must be taken in term time.

Please change your arrangements. You are at risk of losing club and care places. If your child is absent for an extended period of time, you risk login your child’s place at Our Lady & St Joseph Catholic Primary School.

Headteachers’ Signature..... Date:.....

(i) This application has been agreed for \_\_\_\_\_ school days. Your child must return to the school on \_\_\_\_\_

**No reminders will be sent.** It is the parent’s responsibility to notify the school of any future changes in circumstances.

Headteachers’ Signature:..... Date:.....