



TERM TIME LEAVE OF ABSENCE – ADVICE FOR PARENTS/CARERS

You should refer to the school Attendance and Punctuality policy when considering whether to submit an absence request.

Please don't hesitate to contact the school if you have any questions. Your child's tutor is the first point of contact, followed by the Head of Year. Our Attendance officer is Mrs A Ali and can be reached by email on studentabsence@bealhighschool.co.uk or on 0208 551 4954 Ext: 549.

Key things to remember

- You can only allow your child to miss school if he or she is ill, or if you have advance permission from the school
- Absence requests will only be granted in exceptional circumstances
- You can be fined for taking your child out of school without advance permission from the school

What does the law say?

The government changed the rules on term-time absence in 2013.

Under the new rules, you can only allow your child to miss school if:

- He or she is too ill to go in
- You've got advance permission from the school

How do I request permission for an absence?

You must submit a request to the school before you arrange for your child to have time away. An **application for exceptional leave of absence** must be completed. This form is available on the school website and can also be obtained from our Attendance officer.

If you wish to take your child out of school during term time, you should speak to your child's tutor or Head of Year and submit a formal request to the Co-headteachers via the school attendance officer.

The Co-headteachers will then consider whether to give permission for the absence.

What are Exceptional circumstances?

It is at the school's discretion to decide which circumstances are "exceptional". Examples of circumstances that are **not** exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams.

As a general rule, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

When will absence requests be granted?

Permission for absence will only be granted in *exceptional circumstances*.

The Co-headteachers will consider each absence request individually and decide whether to grant the absence.

The Co-headteachers will also decide how many days your child can be away from school if the absence is granted.

What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission (except where he or she is unwell), you can be fined or even prosecuted.

This could involve:

- A penalty notice of £80 within 21 days, or £160 within 28 days
- A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason
- Extended leave may result in your child being removed from the school roll.

Why is it important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships.

You can find out more about the rules around term-time absence in the following sources:

School attendance and absence: overview,

<https://www.gov.uk/school-attendance-absence/overview>

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: regulation 2,
<http://www.legislation.gov.uk/uksi/2013/756/regulation/2/made>