



Wooler First School and Glendale Community Middle School



School Term Time Leave Guidance

Dfes Guidelines

Can pupils go on holiday in term time?

New amendments (April 2013) to the 'The Education (pupil Registration) (England) Regulations 2006' state that

'HEADTEACHERS MAY NOT GRANT ANY LEAVE OF ABSENCE DURING TERM TIME UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES'

Parents are **NOT** entitled to remove children from school for holidays, leave of absence must be applied for and the decision to authorise absence rests entirely with the head teacher.

Guidance to Parents/Carers:

- Parents **SHOULD NOT EXPECT** their child's school to agree to leave of absence during term time.
- Parents should **NOT** take a school aged child out of school at times when the child should be taking examinations or tests;
- Parents should **NOT** take a school aged child out of school during the first two weeks of September due to this being an important time for establishing relationships, routines etc.
- Leave for exceptional circumstances **will only be considered if the child's attendance is currently above 94%**. (if it is the start of a new academic year, the last year's attendance will be used).
- The school may set work for the child to do while he/she is away. (DfES leaflet "School Attendance Information for Parents").
- **THE HEAD TEACHER'S DECISION IS FINAL – THERE IS NO APPEAL MECHANISM.**

Register Codes

- If the leave is authorised, the register code 'H' will be used. The statistical meaning for this is **authorised absence**;
- If the head teacher declines the request for term time leave, and the child is absent due to the leave being still taken, the register code 'G' should be used. The statistical meaning for this is **unauthorised absence**. In this case, **normal procedures for non attendance apply**.

If the child does not return to school on the date agreed after authorised leave:

- If another reason for absence is provided by the parent/carer the pupil should be registered appropriately. In all other cases the register should denote **unauthorised absence**.
- If the absence continues and remains unexplained, then **a referral to the education welfare officer will be made**.