

Braybrook Primary School

Leave of Absence/Holiday Policy

Braybrook Primary School considers that each child should attend regularly and punctually in order to avoid disruption and maximize their education.

Braybrook Primary School therefore discourages any term time absence.

If a parent feels that a term time absence is unavoidable, parents may complete a leave of absence request and the school will consider granting up to ten days authorised absence depending on a number of factors including the following:

- the amount of time requested
- age of the pupil
- the pupil's general absence/attendance record
- proximity of SATs and public examinations
- length of proposed leave
- pupil's ability to catch up the work
- pupil's educational needs
- general welfare of the pupil
- circumstances of the request
- purpose of the leave
- frequency of the activity
- when the request was made.
- if child's attendance falls below 95% the absence will not be authorised except in exceptional circumstances.

The school will respond in writing to all requests giving reasons for the decision and the expected return date.

Parents should be aware that the school may take their child off roll:

- if their child fails to return within ten days of the expected date
- if parents fail to provide good reason
- after consultation with the local authority
- after making reasonable enquiry

Parents who take term time holidays or leave of absence without the agreement of the school may also be the subject of a penalty notice or other legal proceedings.

Leave of Absence/Holiday Policy

Policy Agreed by Govenors: (date)

Signed: (Chair of Governors) Date: