

Leave of absence (including holidays during term time)

Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time.

The school will only authorise a leave of absence during term time where there are exceptional circumstances.

To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Head Teacher and Head of Year wherever possible, at least four school weeks ahead of the planned leave.

Where a leave of absence is requested as above, the Head Teacher/Head of year will consider the specific facts and circumstances relating to the request.

The decision will be confirmed in writing and is solely at the Head Teacher's/Head of Year's discretion and is final.

Where permission is granted, the Head Teacher/Head of Year will confirm the number of days and dates of absence which are authorised.

If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority

