



Test Valley School

Leave of Absence Policy

Rights Respecting Schools:-

- Article 12:** Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.
- Article 28:** Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries do this.
- Article 29:** Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Rationale

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1st September 2013) to direct the Headteacher of a maintained school to only grant leave of absence to a pupil where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. A maximum of 5 days may be approved per school year.

At Test Valley School leave of absence in term time will only be authorised in exceptional circumstances because of the impact this will have on a pupil's education. Often it is difficult for a pupil to catch up missed lessons, coursework, controlled assignments and this is likely to affect their overall progress and attainment. Absence is particularly difficult for pupils studying for examinations.

Term dates will be published in advance to help parents plan holidays or other known absences around these dates. These will be available on the school website and are sent home at the start of each school year.

Procedure

Parents wishing to apply for leave of absence for their child/children should:

- Complete a Leave of Absence Request Form – the form is available on the school website or from Pupil Services.
- Submit the form to Pupil Services at least 3 weeks before the requested dates of absence.
- The request will be considered and a decision communicated to parents within 5 working days of receipt.
- Any pupil granted leave of absence has responsibility to catch up on all work missed and parents are asked to ensure this.



- If the school does not approve a request for term-time leave and the child is taken out of school, this will be recorded as unauthorised absence.