

Absence in Term Time Procedure

Parent/carers will make an application to the school for absence within term time, using the School's application for exceptional leave of absence in term time form. Depending on the request, the Headteacher will determine if the leave meets the requirements of the North West Leeds School Attendance Policy.

If leave request does not meet the requirements set out in the North West Leeds School's Attendance Policy, the school decline the request. A letter is sent to parent/carers stating this (the application form states that if the leave is taken then they may be at risk of up to £120 fine).

If the parent/carers take the leave of absence, the registers will be marked accordingly using the 'G' code (unauthorised holiday).

A referral will then be faxed through to the North West Attendance Adviser at Pudsey Office (0113 2568502). The referral will consist of a copy of the application form, showing the absence has not been approved and a registration certificate showing the correct coding for the leave of absence.

The Attendance Adviser will then issue the parent/carer a fixed penalty warning letter, which states that a holiday was taken in term time without the authorisation of the school, and that any further unauthorised absences may result in a penalty notice (fine) being issued against them.

If Parent/Carer requests another holiday whilst at the same school, an application form is again completed by parent/carer. If the leave request does not meet the requirements, a letter is written to the parent/carer stating that the request has not been approved.

If the parent/carer takes the leave of absence, again the registers will be marked accordingly using the 'G' code.

A further referral will be made to the North West Attendance Adviser at Pudsey Office. The referral will then consist of copies of all applications submitted for request for absence in term time. These will confirm that the absence has not been approved and includes a copy of registration certificate for each academic year that the family has taken leave in term time without authorisation.

On receipt of this referral the Attendance Adviser will then issue a penalty fine to the family for £120.

If the family continues to take leave in term time which is not authorised, a penalty notice will be sent for each consecutive absence.

(A penalty notice can only be issued once ever academic year)

We are aware that parents do not always apply for absence in term time but if there is evidence that a family *has* taken a holiday without permission, the school will send a letter to the parent/carers advising them that it has come to the school's attention that the family were on holiday and that the registration certificate is being changed accordingly to show the unauthorised holiday.

The school can then send a referral to the North West Attendance Adviser at the Pudsey Office, with a copy of the letter that was sent to the parent/carers and the registration certificate. The procedures will then apply for absence in term time.

Using fixed penalty notices against unauthorised absence in term time

