

Requesting Absence Leave and holiday requests

There is no entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”. In LBTH the LA considers 96% attendance or above as regular school attendance.

Any applications for leave in term time **must be submitted at least 10 days in advance** to the Headteacher. Applications received during or after a pupil has been on leave during term time cannot be considered and the absence will be unauthorised. Applications need to be made via a google form. You will be informed via email if your request has been successful.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

Leave of absence during term time will only be authorized in exceptional circumstances.

'Exceptional circumstances' will be interpreted as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher). The fundamental principles for defining 'exceptional' are events that are “rare, significant, unavoidable and short”. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time. The Headteacher will take into account the child's overall attendance figure when making a decision regarding the application for leave of absence.

Penalty notices

The school follows Tower Hamlets Behaviour & Attendance Support Service Penalty Notice Scheme Protocol.

The protocol is available here: https://www.towerhamlets.gov.uk/ignl/education_and_learning/schools/School-Absence-Penalty-Notice-fine.aspx

If you wish to apply for leave in term time, please use the google link below

<https://forms.gle/4AzEpxJs4fsSi88d8>

Chisenhale Primary School