



beatrice tate school

Policy status	Non-statutory
Adopted	5th September 2023
Review date	September 2025

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our students by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Legislation and guidance

The Department for Education has issued new guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance. The School Governing Body has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

This policy is based on the Department for Education's (DfE's) non-statutory guidance here:

www.gov.uk/government/publications/working-together-to-improve-school-attendance

2. Applications for Holidays or Leave in Term Time

Any applications for leave in term time must be submitted at least 10 school days in advance to the Headteacher. **Applications received during or after a student has been taken on leave during term time may not be considered and the absence may be unauthorised, unless there are exceptional emergency circumstances.**

Parents/Guardians 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 student's educational progress could be affected. Where the request for leave involves travelling abroad and the leave is approved, parents must produce evidence of the return tickets before travel takes place.

3. Holidays in Term Time

The guidance from the Department for Education states that applications from parents/guardians for students to take leave in term time for the purpose of a holiday should not normally be authorised. Parents/Guardians are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the School Governing Body.

Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

4. Leave in Term Time for Other Reasons

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

Examples of exceptional circumstances include: family member bereavement; medical or health care (including treatment abroad); respite supported by charitable organisations or family members.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/guardians related to the circumstances and that the supporting evidence is valid;
- and
- (2) The evidence necessarily warrants the child being absent from school in term time – that is, does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

5. Taking of Unauthorised Leave in Term Time

Where parents/guardians choose to take students on unauthorised leave in term time then the students will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/guardian per individual child basis when the child has had 6 sessions (3 days) of unauthorised leave in term time. Where 2 parent/guardians take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £60 each - £180 per parent and £360 in total. There is no right of appeal.

6. Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the student's name may be removed from the register.

Parents will then have to re-apply for admission when they return but it may not be possible for the student to return to this school.

7. Monitoring arrangements

This policy will be reviewed every 2 years by the Headteacher or the Deputy Headteacher. At every review, it will be approved by the Safeguarding Link Governors prior to full governing body approval.

8. Links to other policies

This policy links to the following policies:

- Attendance Policy