






Christleton Primary School

Be the best you can be

 Christleton Primary School
Quarry Lane
Christleton
Chester
CH3 7AY

 01244981189

 www.christletonprimaryschool.co.uk
 head@christletonprimary.cheshire.sch.uk

 @christletonpri

Request for leave / Absence during term time

As you will appreciate, the school's view has to be that during term time the priority is education. The school therefore has a default policy that absences will not be granted during term time and will only be authorised in exceptional circumstances. The fundamental principles defining 'exceptional' are rare, significant, unavoidable (an event that could not reasonably be scheduled at another time) and short.

The school's attendance data, which includes authorisation of leave, is monitored by county and we are held to account for the decisions that we make. The school therefore tries to be consistent in the application of the guidelines we are provided with. The National Association of Headteachers (NAHT) produced some guidance regarding the authorisation of leave.

- If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence.
- Absence during term time for holidays/vacations is therefore not considered an exceptional circumstance.
- Absences to visit family members are also not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may however need time to visit seriously ill relatives.
- Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.

Absences for important religious observances can be taken into account but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events. Schools have a duty to make reasonable adjustments for students with special educational needs or disabilities. Families may need time together to recover from trauma or crisis.

As you may be aware, the Supreme Court recently made a judgment following a legal case regarding term time holidays. The judgement of the court was that the legal position remains as it was and unless there are exceptional circumstances, headteachers are not able to authorise term time holidays in accordance with the Education Act 1996. From the autumn term 2017, Cheshire West and Chester will be notified of unauthorised absences and will issue Fixed Penalty Notices. This policy and criteria has been adopted across all primary schools in the county.

If you wish to request a 'leave of absence' for your child / children you must complete a leave of absence request form. This will then be reviewed and a decision made.

Kind regards

Oliver Mitchell (Headteacher)

