



Sheffield City Council  
Children Young People and Families



# EXCEPTIONAL LEAVE DURING TERM TIME

## POLICY FOR SHEFFIELD SCHOOLS

12 September 2013

V2.4



## 1. Introduction

- 1.1 This policy document has been developed to ensure that Children Young People and Families (CYPF) provides a clear statement of intent, expectation and consistent guidance in relation to the management of ALL term time leave of pupils who attend a school in Sheffield. It has been produced to ensure all decisions are within the national legislation.  
Legally there is no entitlement for parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave.
- 1.2 Parents can be fined for taking their child on holiday during term time without consent from the school.
- 1.3 This policy also responds to the updated guidance issued from Department for Education (DfE) which states:-

### ***Term-time holiday***

*The [Education \(Pupil Registration\) \(England\) Regulations 2006](#)*

*Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.*

*Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.*

*Parents can be fined for taking their child on holiday during term time without consent from the school.*

## 2. Rationale

- 2.1 This guidance is provided for parents/carers, schools, and governing bodies, on the process with regard to requesting, considering and the authorising of exceptional term time leave.
- 2.2 This guidance is provided for schools to manage and respond to situations where leave is not authorised or agreed and the procedures for the removal from school roll. This would include parents/carers who prevent their child from attending school regularly without a valid reason for the absence. Examples include: parents/carers who regularly take the extended weekend (Monday or Friday), advantage of last minute deals, or repeated visits abroad.
- 2.3 There may be exceptional circumstances where leave in school term time may be granted. This would be decided by the Head teacher on an individual basis for each request. There is strong evidence to indicate that significant absence from school during term time can have a negative impact upon a child's attainment and learning.

- 2.4 Research has shown that poor attendance impacts negatively on children's attainment. Children have to attend school for 190 days per year, this leaves 175 days (including weekends) free for families to take holidays.

### **3. Term time leave**

Children Young People and Families (CYPF) recognise the important link between regular attendance at school and the educational attainment of children. *Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.*

- 3.1 Parents/carers have a legal duty<sup>1</sup> to ensure that all children of statutory school age (5-16 years of age) receive a full-time education. The education provided must be suitable to the age, ability, aptitude, and any special education needs that their child may have. It is the parents/carers choice how they decide to provide the education, whether this is at a school or otherwise e.g. home education.
- 3.2 Action may be taken by CYPF against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.
- 3.3 Parents and carers who regularly take their child out of school in term time may be prosecuted under the higher charge of an 'aggravated offence'. Aggravated offences are considered by the courts as being more serious offences and carry higher sentences/fines. Aggravated Offences are also recorded on the Police National Computer against the parents/carers and would be disclosed on any Disclosure and Barring Services (DBS) requests.
- 3.4 Parents/carers are legally required to request exceptional term time leave from the Head teacher of the school at which their child is registered.
- 3.5 Head teachers of schools will consider all term time leave requests. Each request must be considered on its own merit and the impact upon the child's learning and wellbeing must be central to the decision made. However, a Head teacher may take into account previous leave requests and other factors related to the child when making their decision.
- 3.6 Parents/carers who do not request term time leave and take their child on 'unauthorised leave', or fail to keep the school informed of changes to leave arrangements, may receive a fine, be prosecuted and/or the children may lose their place at their school.

### **4. Requesting of term time leave in exceptional circumstances**

- 4.1 Requests for exceptional term time leave must be made at least 20 school days in advance of any arrangement being made. This will allow sufficient time for the request to be considered by the school. The request will be made in writing (letter or email) by the parent/carer using Appendix 1: Request for Exceptional Leave form. One form per child per request should be completed.
- 4.2 Schools should make arrangements to support parents/carers who have low literacy skills or for whom English is not their first language.

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<sup>1</sup> Education Act 1996, Section 7

- 4.3 Exceptional Term time leave requests must include specific start and end dates, as this will formally constitute the leave period. Where no specific dates are provided, then the request cannot be considered or granted.
- 4.4 Parents/carers who are intending to travel abroad with their children during term time should not book travel prior to securing approval from the school.
- 4.5 Any changes to dates agreed by the school will require a re-submission for authorisation prior to departure.
- 4.6 The Head teacher's decision is final.

## **5. Family Emergency - where no leave has been requested**

- 5.1 There will be some occasions where it has not been possible for the parent/carer to make a request for exceptional term time leave.  
Whilst emergency situations are often difficult, parents/carers are still required to contact the school at the earliest possible opportunity and submit a written request for exceptional term time leave. This written request can be made on behalf of the parent/carer by someone nominated by the parent/carer. The request must include a specific leave period including a return date.
- 5.2 Parents/carers taking their children out of school due to a family emergency are encouraged to consider:
- That they have considered the impact and appropriateness for their child ;
  - Whether or not alternative care arrangements could be made for the child to remain in school, e.g. stay with an extended family member;
  - That they have looked at limiting the amount of time absent from school.
- 5.3 Where parents/carers have not requested leave from the school which their child attends, the child is at risk of losing their place at the current school in accordance with Section 8(h)<sup>2</sup> .

## **6. Considering the exceptional term time leave request**

- 6.1 The school should consider the exceptional term time leave request and provide a written decision to the parent/carer within 10 school days of the request being received.
- 6.2 The school will consider all requests for exceptional term time leave in accordance with the current legislation and this guidance. Schools may refer or seek the advice of Children & Families Attendance & Inclusion Officers (AIOs) prior to making a decision.
- 6.3 It is good practice for schools to meet with parents/carers (wherever possible) to discuss the leave request prior to making the decision.

The school will need to consider each request on its own merits and whether there are exceptional circumstances for authorising the absence.

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<sup>2</sup> The Education (Pupil Registration) (England) Regulations (2006)

6.4 When schools are considering exceptional term time leave requests, the following factors may help to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child.

## 7. The decision and informing the parent/carer by the School

7.1 The school will reach a decision and send a written response to the parent/carer within 10 school days of the leave request being received.

7.2 Schools must ensure that appropriate arrangements are made to communicate the decision to families who have low levels of literacy or where English is not the first language.

A decision may result in the term time leave request being (a) Authorised<sup>3</sup>, (b) Unauthorised<sup>4</sup> or (c) part Authorised and Unauthorised. For example, Mr X has requested 3 weeks term time leave for his child. The school acknowledges that the reason given is important but feels that 3 weeks is excessive and authorise 1 weeks leave, with the remaining 2 weeks being unauthorised.

## 8. Penalty Notice Holiday Fine

8.1 If parents/carers take their children on holiday during term time [for 5 or more consecutive days](#) and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice one per family. ~~If the fines remain unpaid and the child's attendance does not improve the parent/carer may be taken to court to be prosecuted under the higher charge of an 'aggravated offence'.~~

8.2 The responsibility for requesting Penalty Notice Holiday Fines is with the school and will be issued when requested by the Head Teacher.

The School should provide the paperwork for pupils identified and this should include:

- Completed Request for Support Form – stating a holiday fine
- Parents request for holiday absence plus the schools response
- Up to date attendance certificate – showing unauthorised absence
- BLUE Head teachers certificate – covering holiday period

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<sup>3</sup> Authorised- where the school has agreed that the leave is granted

<sup>4</sup> Unauthorised- where the school does not agree that the leave request should be granted

## 9. Recording of Leave by the School

- 9.1 School attendance registers are legal documents and the information recorded in them can be used as evidence in legal proceedings. It is therefore important that the information contained is accurate and the correct absence code is used. All absences must be coded in accordance with Absence and Attendance Codes: Guidance for Schools and Local Authorities (DCSF, Jan 2009).

CODE	Description	Category
B	Educated off site (NOT Dual registration)	Authorised (Attending approved educational activity)
C	Other Authorised Circumstances (not covered by another code or description)	Authorised
E	Excluded (No alternative provision made)	Authorised
<b>G</b>	<b>Family Holiday (NOT Agreed or days in excess of agreement)</b>	<b>Unauthorised</b>
<b>H</b>	<b>Family Holiday (Agreed) exceptional circumstances only</b>	<b>Authorised</b>
I	Illness (NOT medical or dental etc. appointments)	Authorised
J	Interview	Authorised (Attending approved educational activity)
M	Medical/Dental appointments	Authorised
N	No reason yet provided for absence	Unauthorised
O	Unauthorised absence - not covered by any other code/description)	Unauthorised
P	Approved sporting activity	Authorised (Attending approved educational activity)
R	Religious observance	Authorised
S	Study leave - Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations	Authorised
T	Traveller Absence	Authorised
V	Educational visit or trip	Authorised (Attending approved educational activity)
W	Work experience - Work experience under section 560 of the Education Act 1996.	Authorised (Attending approved educational activity)
D	Dual registration i.e. pupil attending another establishment – indicates dual registration not attendance	Attending approved educational activity

- 9.2 Schools may use the code 'D' (dual registered) where they are able to demonstrate that a child will receive suitable education in another education establishment (in the UK or abroad) for a temporary basis. For example, a parent is required to travel abroad due to the nature of their work and they get their child registered at another school for the duration of their visit. The main school is required to ensure that it accurately monitors and records the attendance of the child at the dual registered base.

## 10. Process for removing a child's details from the school roll

- 10.1 A child's name can only be removed from school roll if one of the conditions prescribed in the Education (Pupil Registration Regulations) (England) 2006; Section 8(1) is satisfied.
- 10.1 Section 8(1)(f)<sup>5</sup> would apply if the child has failed to attend school within 10 school days immediately following the expiry of the period for which leave was granted ('authorised absence'). Section 8(1)(h)<sup>6</sup> would apply if the child had been continuously absent from school for a period not less than 20 school days and at no time was that period authorised by the school (unauthorised absence).
- 10.2 In **addition to the above 8(1) f/h**, the school and CYPF must **also** demonstrate that they have satisfied the following two conditions:
- That the Head teacher does not have reasonable grounds to believe that the child is unable to attend the school by reason of sickness or any unavoidable cause<sup>7</sup>; and
  - That both the Head teacher and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is<sup>8</sup>.
- 10.3 Schools should not wait for the expiry of the periods specified above, prior to making enquiries. Enquiries should start on the first day of absence or first day immediately commencing the period for which the child was expected to return to school.
- 10.4 Schools must forward a completed Children Missing from Education (CME) Checklist (Appendix 5) and Pupil Deregistration Request (Appendix 6) to the CME team for all children, who they feel meet one of the legal requirements for deregistration.
- 10.5 The CME team will provide written confirmation (within 10 school days) to the school confirming the date the child can be removed. If a child cannot be removed the CME team will provide the school with an explanation.
- 10.6 The responsibility for the child transfers from the school to the CME Team from the date of the deregistration letter.
- 10.7 Schools must send an electronic Common Transfer File (CTF) to the School to Schools website for all children who have left their school<sup>9</sup>. The electronic transfer of data is a legal requirement under the Education (Pupil Information) Regulations 2005, as amended.
- 10.8 Exceptions to the normal rules regarding deregistration include:
- Children at a Special School who cannot be removed without the approval of the Special Educational Needs Department <sup>10</sup>
  - Children who are detained as part of a Court Order who cannot be removed if the period of the Order is less than 4 months<sup>11</sup>.

<sup>5</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(f)

<sup>6</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(h)

<sup>7</sup> Unavoidable is defined as 'something beyond the control of the individual'. Not being able to get return tickets to the UK because of poor planning would not normally be considered unavoidable.

<sup>8</sup> In order to 'ascertain where the pupil is' a school must be able to confirm an exact address (e.g. house number or name, street, area, and country). Simply being told that the child is 'still in America' would not count as ascertaining where the pupil is.

<sup>9</sup> Where a child has left the UK the CTF file destination code will be 'MMMMMMM' (7 M's). Where a child's whereabouts remain unknown/lost the CTF file destination code will be 'XXXXXXX' (7X's)

<sup>10</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(2)

- 10.9 Legal action can still be pursued against a parent/carer following deregistration from a school. This is because the period of complaint would be taken from the time the child was on roll at the school.
- 10.10 Parents/carers of a child who has legally been removed from the school register will be required to reapply for a school place. There is no guarantee that a child will be able to secure a place at the school from which they have been removed.

## **11. CYPF and Schools process for dealing with unauthorised absence**

- 11.1 When a Head teacher does not authorise a leave request on legitimate grounds, it sends a clear message to the parent/carer that the school does not agree with the reasons provided by the parent/carer for the request for term time leave. If the parent/carer still takes their child on holiday in school term time the following may apply:

- Issuing a Fixed Penalty Notice
- Prosecution for non-payment of the fixed penalty

- 11.2 If Parents/Carers are found guilty of an offence, when prosecuted by magistrates Court, they can be sentenced to a fine, or a community penalty.

## **12. Communicating the policy to Parents/Carers**

- 12.1 The exceptional leave during term time leave policy should be communicated to parents/carers regularly. It is considered good practice for schools to:
- refer to the policy in the schools attendance and behaviour policy
  - promote the policy on the attendance board and in the school newsletter
  - provide a leaflet on exceptional leave during term time for parents/carer of key points. The leaflet may be translated into community languages where possible
  - promote the policy at parents evening and school events for new starters
  - make reference to the policy in home/school agreements.

## **13. Return to the UK, where a child does not have a school place**

- 13.1 If a child and their family return to the UK the parent/carer will need to re-apply for a school place. Parents/carers requiring a school place must contact the Children Missing Education (CME) team on 0114 2736462.
- 13.2 The CME team can provide support to parents/carers to secure school places and other forms of education provision.

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<sup>11</sup> The Education (Pupil Registration) (England) Regulations 2006, Regulation 8(1)(i)





# Request for Exceptional Term Time Leave (one form per child)

Name of School: **STOCKSBRIDGE NURSERY INFANT SCHOOL**

<b>Name of Pupil</b>  <b>Siblings in this or other schools</b> <i>(name, dob, name of school)</i>		<b>Name of Parents or Carers</b>  <b>Telephone number</b>  <b>Email</b>	
<b>Dates of exceptional leave request. From</b> _____ <b>To</b> _____			
<b>Why are you requesting an exceptional leave of absence during term time?</b>  <b>What steps have you taken to minimise the impact of the leave on your child's learning?</b>  <b>Where will you be staying during the leave period? Please provide the full address and <i>Emergency Contact Details (UK and Abroad)</i></b> <b>UK:</b>  <b>Abroad:</b>			
<ul style="list-style-type: none"> <li>• I confirm that the information on this form is true</li> <li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li> <li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</li> <li>• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.</li> </ul>			
<b>Signed by parent/carer</b>		<b>Print name &amp; relationship to child</b>	
		<b>Date</b>	
<b>For school use only</b>		<b>Date request received</b> /     /	
<b>Has the request been considered by the Head teacher? Y/N</b> <b>Has the request been discussed with the parent/carer? Y/N</b> <b>Date: .....</b>			
<b>No of school days Requested .....</b> <b>No of days Authorised .....</b> <b>No of days Unauthorised .....</b>			
<b>Date of decision letter sent to parent/carer :</b>			
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with Pupil/student attendance register.</b>			
<b>Name of school</b>		<b>Head teacher's signature</b>	
		<b>Date</b>	



**SCHOOL NAME: STOCKSBRIDGE NURSERY INFANT SCHOOL**

## School letter to parent, informing parent/carer of possible risk of losing school place (template)

NAME OF SCHOOL: STOCKSBRIDGE NURSERY INFANT SCHOOL

Date:

Name:

Address:

Reference:

To the Parent/Carer of .....

Your child was due to return to school on .....(date). We have made enquiries and have been unable to confirm that your child is absent because of sickness or other another unavoidable circumstances.

As we are unable to confirm where your child is or a return date, I am writing to let you know that I will be requesting that your child is removed from the school roll. I will be informing the Children Missing from Education Team who may make enquiries with the Police, Social Care and Child Benefits.

**It is important that you contact ..... (name) the School (telephone number) as soon as you receive this letter. I will continue to make enquiries to find out where your child is.**

Yours sincerely

Head Teacher

Cc: CME Team, Howden House, Floor 3, Sheffield, S1 2SH



## School letter to parent informing them of loss of school place (template)

**NAME OF SCHOOL:** STOCKSBRIDGE NURSERY INFANT SCHOOL

Date:

Name:

Address:

Reference:

To the Parent/Carer of .....

I am writing to let you know that ..... (child's name) has been removed from the register of this school on ..... (date). If you would like your child to attend this school you will have to re-apply for a place.

Please contact the Children Missing Education (CME) team on 0114 2736462, who will be able to help you find a school place.

Yours sincerely

Head Teacher

Cc: CME Team, Howden House, Floor 3, Sheffield, S1 2SH



## Appendix 5

# School Checklist to Locate Missing/Lost Pupils

Please complete fully and include 'no response' where appropriate, as this form will be required if a Child Protection investigation is undertaken

**Name of Child:**

**DOB:**

**School:** **STOCKSBRIDGE NURSERY INFANT SCHOOL**

School Action	Details	Outcome including date completed
Telephone calls made to parent/carers	Mobile: Landline:	
Telephone calls to emergency contact numbers	Name & tel number	
Email to parent	Email address:	
Letters sent to last known address		
Enquiries made with school which siblings attend	Sibling name & School	
Has the child has moved to another part of the UK and address is known, please contact CME team (0114 2736462) and request ' <i>safe and well visit</i> '	Date requested:	Date response received:  Outcome:
Enquiries made with agencies with known involvement		
Home visited completed  (Min of 3 non-contact visits to be made). Schools may request this from their local MAST team		
Enquiry made with neighbours		
Any other enquiries undertaken		

**All completed checklists need to be accompanied with a 'Request to Remove Child from School Roll' and sent to the CME team to enable deregistration to occur**

CME Team, Howden House, Floor 3, Sheffield, S1 2SH

# Appendix 6:

## Request To Remove Child From School Roll

Information provided may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998



### Details of Pupil to be removed?

First name		Surname	
Date of birth		UPN	
Current Address		GP name & address	
Brief description of why you feel this child should be removed?			
Do you have any concerns or worries about this child's safety or believe this child is at risk of significant or immediate harm? Please explain:			
Have you informed anyone about your concerns or worries, If so who?			
Where do you think this child is now living?			
Is a current FCAF Available? YES / NO Date of last attendance at school?			
Who else is involved with the child or family? Name, Agency, contact details			

### Details of Family members

Name of siblings	DOB	School attending
Parent/carer name & DOB		
Details of Emergency contacts		

I believe that the child is missing and cannot be found after making reasonable enquires. I am therefore requesting that the child name is removed from the school roll.

Signed school:

Date:

**Return the above to: Children Missing from Education Team, Floor 3 Howden House, 1 Union Street, Sheffield S1 2SH Tel: 0114 2736462 Fax: 0114 2735470. You will receive a confirmation letter relating to the request of deregistration within 10 school days**