



WESTON RHYN PRIMARY SCHOOL **ABSENCE IN TERM TIME POLICY**

On 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force, changing the rules about term-time holidays. The amendments removed references to family holidays and extended leave as well as the statutory threshold of 10 school days.

The amendments specify that the headteacher may not grant any leave of absence during term time unless they consider there to be "exceptional circumstances" for doing so. If leave is granted, the headteacher should determine the number of days a child can be away from school. The Governing Body agreed that it is important to all families that where leave of absence is granted, this should be done against clear criteria.

Definitions of 'Exceptional Circumstances'

'Exceptional circumstances' will be interpreted as:

- *Being unforeseen and unavoidable.*
- *Being a 'one off' event not be repeated.*
- *Being a significant life-event for the child.*
- *Being for compassionate reasons.*

Given this interpretation, examples where absence would be granted may include, but are not limited to:

- *Being unable to return to school due to breakdown.*
- *Attending the funeral of a close family member.*
- *Attending the wedding of a close family member.*
- *Competing in major sporting event.*
- *Time off to visit a terminally ill close family member.*

"Family holidays" do not typically under this definition (except in very rare, exceptional cases where other factors are under consideration – for example: terminal illness). Nor would permission be granted for the convenience (business, financial or otherwise) of parents. While decisions will be made on a case-by-case basis, requests will normally be refused

Penalty Notices

Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly. If the leave of absence for holiday was not authorised by the school, the child's absences will be marked in the school register as unauthorised absences and this may result in a Truancy Penalty Notice of £60 (rising to £120 within 28 days) per parent per child being issued by the Local Authority. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school. This fine is payable to the Local Authority.

Deleting a pupil from roll after absence

Children of compulsory school age

Regulation 8 of the Education (Pupil Registration) (Education) Regulations 2006 sets out the circumstances under which a pupil of compulsory school age can legally be removed from the school roll. If the school authorises an absence for more than 10 school days and the pupil does not return within 10 school days of the agreed return date, then he/she may be deleted from the roll. This is not the case if the school has reason to believe the pupil's return is prevented by an "unavoidable cause". Section 1(f). If the absence is not authorised, then the pupil may be deleted from the roll after 20 school days. Section 1(h)

Children who are not of compulsory school age

Section 3 of Regulation 8 covers absence of children who are not of compulsory school age.

A pupil may be removed from the roll if:

- He/she has been absent, unauthorised, for more than 20 days; and
- The school has reason to believe the absence is not due to sickness or an unavoidable cause; and
- The school has not been able to find out where he/she is.

Originally adopted by the Governing Body: 2013/14 Academic Year

Date of last review: November 2021

J Kelly (Chair of Governors, WRPS)

S Fairclough (Vice Chair of Governors, WRPS)

On behalf of the Governing Body of Weston Rhyn Primary School