



## Request for Term Time Absence

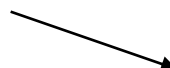
This flow chart should be read in conjunction with the school's attendance policy and other attendance guidance found on our school website.

Request for absence to be submitted in writing using the school's leave of absence form obtained from the school office.



Mrs Flynn will review the request and make a decision on if the reason for the request is exceptional. There are very few reasons why term-time absence will be agreed as exceptional. When making a decision, Mrs Flynn will review your child's overall attendance in the past 12 months, the reason and the evidence provided.

Leave request made



### **Reason Accepted as Exceptional**

Letter will be sent to parents and this will be recorded on child's file.

No further requests will be accepted in the next 3 years.

### **Reason Not Accepted as Exceptional**

Letter will be sent to parents notifying them of the decision. (Both parents if parents are separated).

The letter will be recorded on child's file.

Absence will be unauthorised.

If total number of unauthorised sessions is more than 10 in a rolling 12 month period a referral will be sent to the LA for a decision on issuing a fixed penalty notice.

If the total number of unauthorised sessions in a 12 month period is less than 10 a referral may be sent to LA for a decision on if they will issue a fixed penalty fine.

If a request for absence has already been received in the previous 12 months a referral will automatically be sent to the LA regardless of the length of time requested.

**If 'Leave of Absence' form is not completed but leave is taken, we will follow the unauthorised absence route.**