

EXCEPTIONAL SCHOLAR LEAVE

1. There are a number of sources regarding attendance, including our Parent Handbook, school website and DfE and Education Welfare websites. Term dates are published well in advance on the school website.
2. The reference in law to Principals being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** Under Government regulations, leave of absence can only be granted by the Principal in the case of exceptional circumstances and is for a maximum of **10 days**. The leave must be authorised **before** any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence. Please note that the DfE does not generally consider the need or wish for a holiday or any other leisure activity to be an exceptional circumstance.

The decision to authorise absence rests with Brook Mead Academy and once the decision is made, it is final.

3. When considering exceptional circumstances, the Principal will take into account:
 - Scholar Attendance - A scholar with any less than 96% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.
 - Proximity to exam dates - no student in Year 11 will be granted leave.
 - No pupil in Year 7 will be granted leave in the first half term
4. If permission is granted, scholars must ensure they are up to date with their school work before they leave and in addition, it will be parents/carers responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return to school. It will not be possible to set work in advance for scholars to complete while they are away.
5. If a scholar becomes ill whilst abroad, please note that before returning to school they **must** be seen by their GP in the UK and be certified fit to return to school.
6. If permission is granted photocopies of airline or travel tickets will be required by Brook Mead Academy office **before** travelling.

If your child has unauthorised leave of absence, you may be issued with a Penalty Notice of £160 per parent, per child (discounted to £80 if paid within 21 days.) For a second period of unauthorised absence within three years, there will be no option to reduce the penalty notice and the full £160 per parent, per child will be payable. For the third, or any further offences within the three-year period, the case will proceed to the Magistrate's court. Magistrates' fines can be up to £2,500 per parent, per child.

Please note that extended periods of absence linked to holidays and/or trips away of 20 or more school days will likely result in prosecution rather than a penalty notice being issued.

APPLICATION FORM FOR EXCEPTIONAL SCHOLAR LEAVE

Please ensure you have read the information overleaf before completing this form.

The academy will only authorise this absence, if this form is completed and returned to school **4 weeks before** you leave. In the event of an emergency situation at very short notice, please email info@brook-tmet.uk who will refer requests directly to the Principal, as necessary.

| SCHOLAR NAME | FORM GROUP | CURRENT ATTENDANCE % <i>(Office use only)</i> |
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| | | |
| | | |
| PROPOSED DESTINATION | | |
| | | |
| DATES | | |
| First day of absence | | |
| Last day of absence: | | |
| Date return to academy: | | |
| REASON FOR REQUEST | | |
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| ANY OTHER SUPPORTING INFORMATION OR MITIGATING CIRCUMSTANCES: | | |
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Important: If your child is ill whilst away from the school or he/she returns to the UK feeling unwell, it is essential that your child is examined by your local G.P. A medical note confirming that the scholar is not suffering from any infectious or contagious illnesses and is fit to attend the academy **must** be received by the school office before the scholar returns to the academy.

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| I agree to the conditions outlined in this document. | |
| I understand that it is my responsibility to ensure that my son/daughter makes up any missed work in his/her <u>own time</u> upon return to the school. | |
| I have read the Academy's Attendance policy. | |
| Print name: | |
| Signature: | |
| Date: | |

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| Office use only | | Authorised: <input type="checkbox"/> |
| Date form received: | No. of school days requested: | Unauthorised: <input type="checkbox"/> |
| No of days authorised: | No. of days unauthorised | Signed: _____ |
| | | Role: _____ |