



Wellfield High School

Inspire - Challenge - Achieve - Nurture

Leave of Absence in Term Time

**INFORMATION FOR
PARENTS AND
CARERS**



Holidays during term time are NOT ALLOWED. School holidays are the time when families should take holidays.

It is the responsibility of parents, carers and school to encourage 100% attendance at school for every child. To grant a holiday in school time gives the message to the child that their school work and school life is not important and such a message can be very damaging to the child's progress.

Requests for Holiday or Leave of Absence in Term Time

Leave of Absence Requests

Leave of absence may be granted for compassionate reasons. This is entirely at the discretion of the Headteacher. In judging whether to approve requests the following criteria will be used:

Attendance records for the previous year/current year must be greater than 95%.

Previous requests made.

The Year group of Pupil (very unlikely in Years 10 & 11 due to GCSE Examinations).

The reason for the request must be exceptional circumstances only.

Religious Observance

There is no legislation or regulation or DFE guidance on this matter.

The Headteacher will review each application reasonably. The school expects advance notice, since religious festivals are likely to be fixed well in advance.

How to apply

A 'Request for Extended Leave of Absence' form can be collected from the school office or downloaded from the internet.

Evidence in writing, confirmed by external professional body showing why the leave of absence is needed by the child must be submitted along with the parental request to the Headteacher.

What happens next

Each request for leave of absence will be judged individually by the Headteacher. Cheaper flights, availability of certain days for parents, already having made the booking and financial commitments/loss will not be accepted as reasons to allow leave of absence.

Where leave is not granted, parents will be notified in writing.

Where an absence occurs despite leave not being authorised or applied for, absence will be recorded as unauthorised. Leave of absence will not be granted in retrospect.

Removal from School Roll and Penalty Notices

If a parent takes a child on holiday when leave of absence is not authorised by the Headteacher or the child is absent for over 10 days, a Penalty Notice will be issued.

In extreme circumstances a pupil may be removed from the school roll when a parent has chosen to remove them from school for an extended period without permissions from the Headteacher. In such cases parents will need to reapply to have their child readmitted to the school roll.

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