



St John Vianney Catholic School

Love one another as I have loved you



Exceptional Leave Policy

September 2013

Mission statement

"St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus' words "Love one another as I have loved you". Our school rules are based on this statement and carried in "our hearts and our heads" and reflected in the life and work of our school".

St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

Exceptional leave during the school Day

Parents are expected to arrange medical appointments out of school hours where possible. Children must not be taken out of school without a previously written agreement (unless in an emergency). Parents must report to the school office to sign out their child and to enable the school staff to collect children from the classroom.

On return to school during the day parents must inform report to the school office and sign their child in so that the register can be adjusted accordingly.

Parents should inform the school office of any unexpected events which may result in a delayed return to school.

Exceptional leave during Term Time

We follow Local Authority guidance on parents taking children out of school for holidays during term time, which is **not** to authorise, and absence for this purpose will be treated as unauthorised absence. Consequently, parents will receive a Fixed Penalty Notice from the Children and Families First Service (see school's Attendance Policy).

Exceptional Leave of absence will only be authorised in very exceptional circumstances.

Requests for Exceptional Leave

- ☐ Except in an emergency, permission must be sought from the school at least 4 weeks before the exceptional leave is due to begin and in advance of making any arrangements. The request must be made on an **Exceptional Leave of Absence Form**, which can be obtained from the school office.

- Evidence of any travel bookings, if applicable, may be requested by the school.
- Each request for exceptional leave of absence is considered by the Headteacher. Should the request fall outside the criteria set out in the school's Attendance Policy, the application will be considered by a governor on behalf of the Governing Body. Reasons for exceptional leave will be logged on the child's records and will be shared as part of the transfer/transition process.

Review

10.1 The policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Review Date: October 2013

Next Review Date: September 2015

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

This application must be submitted to the Headteacher at least **4 weeks** before the proposed period of exceptional leave.

As recommended by the Local Authority, the school has a strict policy on Exceptional Leave. This applies to **ALL** the children of the school community. A copy of this and the school's Attendance Policy can be obtained from the School Office and from the school's website. Please note that you are expected to take family holidays during the school holidays and your child's absence for this purpose will be treated as an **UNAUTHORISED ABSENCE**

Name of child/ren		Class
Proposed date(s) of absence	From: _____ To: _____ Total Days Absent From School: _____	
Please give details and reasons for the proposed absence		
Signature of Parent/Guardian		Date: _____

Your application will be considered by the Headteacher. If the reasons fall outside the criteria set out in the school's Attendance Policy, the request will be considered by a governor on behalf of the Governing Body. Evidence of travel bookings may be required including return flights. Your child's attendance record will be taken into consideration.

If permission is refused and your child is absent for the above period, it will be recorded as unauthorised absence and you will receive a Fixed Penalty Notice.

For official use only:		
Action	Initials	Date
Seen by Headteacher		
Headteacher's comments (eg in support or on attendance record)		