



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQSL
Deputy Headteacher: Miss E Cooper Bsc, PGCE

LEAVE OF ABSENCE FROM SCHOOL (INCLUDING RELIGIOUS FESTIVALS)
-THESE WILL ONLY BE AGREED FOR EXCEPTIONAL CIRCUMSTANCES -
PLEASE DO NOT ASK FOR HOLIDAYS OR DAYS FOR BIRTHDAY TREATS

There appears to be a misconception as to taking leave of absence during term time. The legal situation set out in the Education Act 2002 and amendments 2006 states that parents have a duty to ensure that their children receive a full time education and these Acts place a legal responsibility for enforcing regular school attendance on the school and the Local Education Authority. This responsibility is delegated to School Liaison Offices. The school has to support legal action against parents/carers whose children fail to sustain an acceptable level of attendance and where parents/carers are failing to fulfil their responsibility.

We have attempted to take a pragmatic approach and deal with requests on an individual basis. This has proved difficult and so the Governors of the school have decided on the following:-

- Only in 'exceptional circumstances' permission may be granted by the Headteacher for leave of absence to be taken during term time. Application for leave of absence must be made with at least 4 weeks' notice in writing with evidence. The fundamental principles for defining exception circumstances are rare, significant, unavoidable and short and by 'unavoidable' it implies that an event could not reasonably be scheduled at another time.
- No leave of absence will be authorised in the first month of the academic year (September). This is a vital period of assimilation after the summer school break.
- Leave of absence taken without the Headteacher's permission will be recorded as unauthorised absence. Parents who absent their children for non-essential reasons, such as shopping, looking after a family member, taking a sibling to school, birthdays, family visits to theme parks etc, going to airport to meet relatives/friends, waiting for utility workers etc will be recorded as unauthorised.
- No leave of absence during internal or external examinations.
- If your child is in need of timetables support.

During term time, pupil attendances are closely monitored. 10 **unauthorised absences** = 5 days, morning and afternoon = 2 will begin the penalty notice process. The school will request the Kent County Council's Attendance Service to issue a formal warning letter to parents.

This will initially set a period of 15 school days within which the student must incur no unauthorised absence during this period, a Penalty Notice will be issued by first class post.

Payment of a Penalty Notice within 21 days will incur a fine of £60 per parent. This will increase to £120 per parent if paid within 28 days. Non-payment of a Penalty Notice could trigger a fast track prosecution process under provisions of Section 444 1996 Education Act, which will be dealt with at a Magistrates Court. If a pupil takes 10 sessions = 5 days or more **leave of absence unauthorised**, a Penalty Notice will be requested without any formal warning letter.

This letter is to clarify to parents the law by which the school is monitored to ensure its pupils receive the full education that is provided. Children's school year is 190 days and it is expected that they are at school for 190 days. If your child's attendance is below 90-94% academic progress will be affected significantly.

Mr L Pollock
Headteacher

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451

Email: Headteacher@wentworthonline.co.uk

Website www.wentworthonline.co.uk



Artsmark
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Primary School

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

It is necessary for the approval of the School Governors to be obtained for a child's absence from school **before leave of absence commences**.

The parent or guardian is requested to complete this form and forward it, **four weeks** before the proposed period of absence, to the Headteacher.

- Each application will be considered individually. The school does not operate a 'blanket approval' policy for requests.
- Leave will not be authorised during the time when national testing is being undertaken or at the beginning of the new academic year in September.
- It is the parents' responsibility to ensure that they have received notification in writing of their request from the office.

Please visit our Policies, Statements and Reports page on the school website: www.wentworthonline.co.uk/policies and click on Leave of Absence Letter or scan on the QR code below to request any leave of absence or via this link [Leave of absence request](#)



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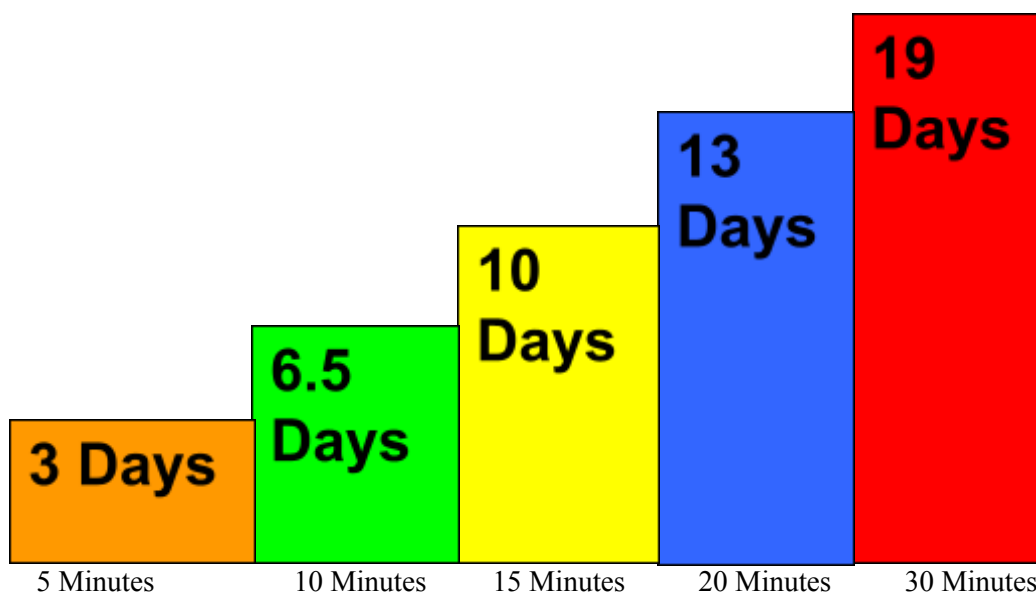
Attendance & Behaviour Service Days off School add up to lost learning

175
NON SCHOOL DAYS A YEAR → 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments

190 Days at school	180 Days at school	171 Days at school	161 Days at school	152 Days at school	143 Days at school
100%	95%	90%	85%	80%	75%
GOOD! Best chance of success Gets your child a flying start		WORRYING Less chance of success Makes it harder to progress		SERIOUS CONCERN Not fair on your child Court Action	

Being late adds up to a loss of learning

- If you are 5 minutes late every day that adds up to over 3 days lost each year.
- 15 minutes late is the same as being absent for 2 weeks a year.



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