



## ST. GEORGE'S CATHOLIC PRIMARY SCHOOL

At St George's, God calls us by name to love,  
learn and achieve together, safe in the palm of His hands.

*'I have called you by your name; you are mine' Isaiah 43*

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*Headteacher: Mrs A. Delgado*

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### Leave of Absence

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New legislation passed in 2013 removes the right to schools to grant term time holidays. We encourage and believe that good attendance is critical for all children if they are to achieve and progress well and learn good habits for life.

**It is important to note:-**

- There is no legal right for a child to be granted leave of absence and taking a child out of school during term time could be detrimental to the child's achievement, progress and/or social development/ friendships.
- Lost learning time cannot be replaced and when any potential exceptional leave is added to any possible illness/ medical absence, time away from learning could be considerable.

**The Governing Body take the view that all leave during term time should be discouraged and especially at the following times:**

- At the beginning of the school year ( e.g. September)
- During or in the lead up to assessment (SATS, phonics, teacher assessments etc.) April - June
- For children in Years 2 and 6 who are statutorily assessed

**Absences from school will not be authorised for:**

- Holidays
- Birthdays
- Looking after family members
- Visiting relatives
- Holidays 'accidentally' booked by relatives
- Financial Reasons (Cheaper holidays during term time)



## **Procedure for requesting exceptional leave of absence**

Applications for leave of absence for exceptional circumstances should be made in the first instance, on the Leave of Absence form (see school website or school office) accompanied by a letter clearly explaining the exceptional circumstance for the request to the Headteacher. Every request will be considered on its merits and must be for the minimum period possible. In some circumstances the Headteacher may arrange a meeting to discuss the application or request further information.

These requests are then passed to the Governing Body for consideration.

### **The Governing Body will consider leave for the following applications:**

1. Approved sporting activities, recognised examinations (e.g. dance music or LAMDA) or recognised productions/festivals with an official letter/invitation
2. A visit to a new school if a pupil is changing school mid-year due to moving house.
3. Family circumstances. Applications may be authorised for the following:
  - close family weddings
  - close family funerals
  - the graduation ceremony of a parent or sibling
  - severe illness of a close family member
  - severe family crisis
  - service personnel

NB. Definition of close family is: mother, father, brother, sister, grandfather, grandmother.

When considering exceptional leave requests the following will be taken into consideration

- The pupil's age and year group
- The time and duration of the absence
- The pupil's record of attendance - pupil attendance of 95% or below will lead to no authorisation being granted
- The pupil's current levels of attainment and progress

### **Holidays During Term Time**

Leave of absence will not be granted for holidays during term time unless there are extremely exceptional circumstances. There is an expectation that any agreed exceptional leave is a "one off" event, not an annual or regular occurrence. Any holidays taken during term time will be recorded as unauthorised absence. This will appear on the child's end of year report. The case could be referred to the Education Welfare Service who may issue a Penalty Notice.

**Medical evidence** will usually need to be provided for long term absences e.g. appointment card, prescription or having sight of prescription medicines

The school's policy is that extra homework is not given unless absence is due to long term illness or other unavoidable circumstance.

## Leave of Absence Application

Name of Child/ren

Year:

Date:

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I am applying for leave of absence from school from:..... to  
.....

Number of days of absence this will incur .....

I have read and understood the Leave of Absence policy and understand the following:

**Absences from school will not be authorised for:**

- Holidays
- Birthdays
- Shopping
- Looking after family members
- Visiting relatives
- Holidays 'accidentally' booked by relatives
- Financial Reasons (Cheaper holidays during term time)

I also understand that the absence could be referred to the Education Welfare Service who may issue a Penalty Notice.

Parent/guardian signature.....

My reason for the absence

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Dear Parent,

I refer to your application for authorised absence during school term for your child/ren.

The governing body have decided that this absence is not authorised as legislation has removed the right to schools to grant term time holidays	
Your request for exceptional leave of absence has been authorised	

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Mrs A Delgado (Head Teacher)