



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Leave of Absence during Term Time  
June 2016**

# Chesterton Community College

## Requests for Absence during School Term Policy

### Introduction

Chesterton is keen to promote high attendance so that all students can realise their full potential. This policy aims to discourage parents from taking students out of school during term time unless it is absolutely necessary.

Students who fall behind with their school work due to a planned absence will need to catch up the work they have missed in their own time or failing this, attend a supportive catch-up club after school.

### What the law says

The school cannot by law approve any leave of absence during term time unless there are exceptional circumstances. The school may, in exceptional circumstances, agree to authorise pre-planned absence. A decision to authorise will be made by the deputy head in charge of attendance taking account of the following:

- a parent, grandparent or other close relative is seriously ill
- a student who is invited to perform in a cultural or sporting activity
- an exceptional unique circumstance
- the student's attendance record is above the school average

#### 1. Examples of what the school will not authorise

- family holidays
- looking after younger siblings
- any absence which is longer than 5 days

#### 2. How to apply for pre-planned leave of absence

Parents are required to put any request for pre-planned absence in writing to **Miss Lehane Deputy Head** using the Leave of Absence during term time form on the college website. All requests should be made at least two weeks before the period of absence.

### How we will let you know

The school will respond to any such request in writing giving reasons for the decision and may include:

- the expected date of return
- that parents are expected to advise of any delay in return
- what action will be taken if the pupil fails to return when expected