

## **Making the decision following an application for 'Term Time' leave (not term time holiday)**

Schools may, on rare occasions, make a judgement that there are genuine and exceptional circumstances pertaining to an application to take a pupil out of school during term.

Consideration should be given to each individual application, a blanket ban on all term time leave should not be used.

There is no formal list of exceptional circumstances for schools when authorising term time leave.

Family emergencies need careful consideration. It is not always in the best interests of the pupil nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school relationships can provide pupils with stability and care during difficult times. If leave is granted, the school should determine the number of days absence a child will be approved.

Schools are within their rights to turn such applications down and refuse authorisation for parents/carers to take their children out of school during term time.

Schools should record the number and frequency of absence taken for this purpose throughout a pupil's school career in order to assess the potential impact on a pupil's education of any proposed further term time leave.

When determining a leave of absence request school should consider the following circumstances:

- the pupils current absence record
- the number of previous similar requests
- the year group the pupil is in
- proximity of major tests/exams
- the time of the academic year proposed
- the duration of the absence and its impact on continuity of learning

If an absence request is not agreed or a request has not been made and the parents/carers take their child/ren on unauthorised leave, the Schools Attendance Policy should be followed.

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