

# Leave of Absence

## Giles Academy Procedure for Student Leave of Absence Request

A student who takes two weeks' leave during term-time is missing 50 hours of their Academy contact time or 3000 minutes. This significantly impacts learners' progress, causing apparent gaps in the students' own subject knowledge as well as disruption to peer learning as a result of teachers often having to retrace the lost time.

Following government guidelines, no parent or carer has a right to withdraw a student from the Academy to go on holiday during term-time without the sole permission of the Academy Headteacher and Governing Body. Only in 'exceptional circumstances' will a maximum of 10 days leave be granted. **Please ensure that you are granted Leave of Absence by the Headteacher in writing before booking your holiday.**

The aim of the Academy is to work with parents and carers to ensure our students achieve their potential. We would, therefore, ask for your support in improving Academy attendance by ensuring that such requests for holidays in term-time are made only in **exceptional circumstances**.

The process for requesting a Leave of Absence is as follows:

1. The parent or carer **must provide a written letter** to the Headteacher, giving the Academy at least two full weeks' notice (prior to the start date of the requested leave of absence). The letter must include:
  - a. Start-Date
  - b. End-Date
  - c. Date the student will be returning to school
  - d. Explanation of the **exceptional circumstances**.
2. The Academy considers the request, checking legislation and [government guidance](#), including what constitutes 'exceptional circumstances', and reasons for authorising/not authorising Leave of Absence.
3. The Academy may contact the parent/carers if additional information is necessary.
4. After consideration, if the circumstances are thought to meet the requirements of 'exceptional', then the Leave of Absence will be granted. If the circumstances are not deemed to be 'exceptional', then the Headteacher will deny the request.
5. The Academy will provide a written response to the parent/carers, outlining the reasons for authorisation or refusal. All paperwork will be copied and held on file.
6. As usual, the Academy will continue to monitor the students' attendance to school.
7. The Academy will inform the Education Welfare Officer of any related unauthorised absence during the period concerned.
8. The Academy and our Education Welfare Officer will liaise to determine any necessary further course of action, which may include action towards Penalty Notice.