



Pitsford School

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School Policy Document

Name of Policy	Pupils Leave of Absence Policy
Audience	External
Date last reviewed	3 October 2016 – NRT (minor changes)
Date for next review	Autumn 2019

If parents wish to absent their son or daughter from School, they must request permission in writing. Where parents are not living together but share custody of their son or daughter, both parents must agree to their child being away from School.

Permission is likely to be granted for the following reason:

- 1) For the pupil to take part in a sporting, musical or dramatic event that represents a *rare* opportunity for them or one which if missed would *significantly* hamper their chances for further progress in that field.
- 2) For an educational opportunity that more than compensates for the time missed at School.
- 3) A family emergency, or other situations, where permission would be granted on compassionate grounds.

Permission is not required to be sought for medical appointment; however, we do require advance notice in writing.

It is not expected that children miss any time from School due to family holidays.

The above also applies to those days during the year where attendance or availability is compulsory:

- i) Speech Day
- ii) Open Days
- iii) Open Evenings
- iv) Curriculum visits
- v) Sports fixtures
- vi) Concerts, as required.

Guidance notes for parents

There are occasions when parents are prepared to take their children out from School for reasons other than those stated in our policy on pupil's leave of absence from School, for example, for family holidays.

In such cases, parents can assume that the School will allow their child to miss School, but must bear in mind the following:

1. **No absences except those stated in the above mentioned policy, are deemed acceptable reasons for missing School. The School advises that parents do not take their child out of School for any other reason.**
2. A request in writing to the Headmaster is required at least two weeks in advance, otherwise, the absence will be recorded as un-authorised.
3. The onus is on the parent and/or child to ensure that missed work is caught up.
4. If the total absence from school during the course of a single year amounts to greater than 10 days, including any time of for illness, then the School may feel that a sensible course of action would be extra lessons at the parents' expense, or in more extreme cases, it may be that the child is unable to progress through to the next year group in the following September.
5. If the total time of unauthorised absence is 10 or more days in any one year, the School has a statutory obligation to inform the relevant authorities.

Although there will always be occasions when pupils miss lessons, for illness, for example, both school and parents should work together to ensure that missed days are kept to an absolute minimum.