



BERWICK ACADEMY



To: Parents /Carers

Following meetings with all Head Teachers in the Berwick Partnership of Schools the Agreed Criteria for leave of absence in **exceptional circumstances** are:

THE BERWICK PARTNERSHIP OF SCHOOLS AGREED CRITERIA

- Before making arrangements for the leave of absence, Parents/Carers must seek permission from the school in writing.
- The letter should indicate if siblings attending another school in the Partnership are also requesting leave.
- The actual dates that the child will be absent from school must be provided by the Parents/Carer.
- Parents/Carers will usually be asked to attend a brief appointment to discuss the application.
- Leave is unlikely to be granted during school exams and the first two weeks of the autumn term as this is an important time for establishing routines and relationships.
- The school will carefully consider the request and may take the child's attendance and attainment records into account. **
- Leave of absence and the number of days granted is entirely at the Head Teacher's discretion.
- Leave is **unlikely** to be granted for the purposes of **a family holiday as a norm.**
- The school may set work for the child to do while he/she is away.
- The Head Teacher's decision is final- there is no appeal mechanism.

**The child's attendance is currently above 94% (if it is the start of a new academic year, then the attendance of the previous year will be used.)

School will inform the parent/carer, in writing, advising whether the leave has been authorised. It will be made clear the reasons why the decision has been taken and the criteria used. The letter will also explain the category of "unauthorised" absence should that be necessary.

The 2013 amendments to school attendance regulations [2006] remove references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that leave may only be granted in exceptional circumstances.