

STRATEGIES FOR REDUCING LEAVE OF ABSENCE DURING TERM TIME

- Schools and the Local Authority should actively discourage Leave of Absence during term time.
- The school's Attendance Policy should state that Leave of Absences during term time are not acceptable.
- Parents should be given a clear message at every opportunity, e.g. at parents evening, in newsletters, school brochure and bulletins, about taking Leave of Absence in term time This should be maintained as a child moves through infant, junior and secondary school.
- Parents should be informed of dates when Leave of Absence will not be authorised, e.g. school examinations or National Tests. It will be helpful to send the school calendar to parents at the start of the term so that they are aware of term times and important dates.
- Parents requesting Leave of Absence must make their application on the Leave of Absence form and provide all the information requested.
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- Unauthorised Absence will be recorded on the pupil's report.
- The school will keep a record of the amount of Leave of Absence, both authorised and unauthorised, taken to monitor the extent of the issue and its effect on overall attendance levels. This could be published by the Governors in the report to parents, giving the absence figure excluding Leave of Absences during term time.