

Frodsham and Villages Schools' Partnership



Protocol for Leave of Absence Requests

The FAVSP have agreed the following protocol in order to ensure consistent practise with regard to leave of absence across the partnership.

Guidelines from the Local Authority, September 2014, state the following

As you are aware the government's position is that family holidays should not be taken in term time. However there will be very occasional instances where this is appropriate.

To assist you in your decision making the following are examples where Headteachers have felt it appropriate to authorise a holiday:

- Parent in the armed forces returned home for limited period in term time during tours of duty
- To allow family time prior to and following the death of a very close relative
- Life threatening and life limiting illness of child or sibling
- Visit abroad prior to family moving there

This is not intended to be an exhaustive list but simply a flavour of exceptional circumstances. The decision to authorise leave of absence remains at the Headteacher's discretion based on their assessment of the context and individual situation.

The partnership has agreed that when a request is made for leave of absence, the following process will be observed.

- Family requests leave of absence
- Discussion with parent/carer to ascertain reasons for request. It is the parent/carers responsibility to provide evidence to support the request as necessary.
- Secure information regarding potential siblings in other schools
- Contact must be made with all associated schools before a final decision is made.
- The outcome of a discussion between schools might mean that the decision varies between siblings. This is acceptable provided that the reasons for the decisions are communication between parents/carers in a clear and transparent way.
- Parent to be informed of the decision in writing following Local Authority guidelines.