Gawsworth Primary School

Re: Change to regulations regarding requests for Term Time Leave

Following a change to legislation, with effect from 1st September 2013, parents no longer have a right to expect schools to grant term time leave other than in the most exceptional circumstances and where leave is granted schools will be expected to 'justify' its granting to the local Authority and OFSTED. In effect the 'default position' now, for all requests for leave is to decline. However, we accept that there may well be reasons why parents feel that they must take children out of school during term time. In order to attempt to clarify this situation we have drawn up the following guidance:

Circumstance	**School Response**
Where your child is unwell and unfit for school	Absence will generally be authorised in certain cases additional evidence may be required e.g. letter from the doctor, copy of prescription form etc.
Medical/Dental Appointments	We would encourage parents to attempt to arrange these outside of school hours wherever possible and so again these will generally be authorised but please try to give school as much notice as possible.
Family occasions, e.g. graduations, weddings and funerals	These will generally be authorised however this will typically be for one day up to a maximum of three days where significant travel is involved.
Religious and/or Cultural 'Festivals'	These will be treated on a case by case basis but some form of supporting evidence may be required such as a letter from a 'minister' or other 'community leader'.
Term Time holidays where leave dates 'fixed' by an employer	Supporting evidence in the form of a letter from an employer will be required in this case in order for such a request to be considered but in all cases no requests for more than 10 days will be considered and no requests within the two weeks prior to and including statutory assessments such as KS2 SATs, Y1 Phonics Screening Check, Y2 SATs.
Other Exceptional Circumstances	Once again these will be considered on a case by case basis but again supporting evidence may be required.