



**Leave of Absence
A Guide for Schools in Stockport**

October 2015

November 2016 update – this guidance must be read in conjunction with the Guidance on Education Penalty Notices for the 2016-17 school year which explains recent changes to law and procedures arising from the High Court’s ruling in May 2016 in the case of Isle of Wight Council v Platt. See also the October 2016 update of the Leave of Absence Flowchart.

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1 Introduction

In March 2013 the government amended the Education (Pupil Registration) (England) Regulations 2006 and abolished the right of Headteachers in maintained schools and special schools not maintained by the Local Authority to authorise absence specifically for holidays in term time of up to 10 days per year in special circumstances.

As a result holidays in term time are no longer treated as a separate category of leave request to which special rules apply. Schools will still be able to authorise leave of absence – whether for holidays or any other reason – but only if they are satisfied that there are exceptional circumstances justifying it.

The aim of this change was to stop schools routinely authorising term time holidays, and to discourage parents from regarding the taking of holidays in term time as a routine matter.

This change in the law prompted the publication of this guidance. The guidance replaces the previous guidance for schools in Stockport on term time holidays and, as a consequence of the change in the law, extends it to cover leave of absence for reasons other than holidays in term time.

It remains the case, however, that the principle reason for which leave of absence is sought by parents, is for term time holidays. This is despite a substantial drop in the amount of time lost to holidays in Stockport in recent years. Between the autumn and spring terms 2007-2008 and the equivalent terms in 2011-2012 the amount of absence caused by holidays (authorised and unauthorised) declined by 37% in primary schools and 46% in secondary schools.

This fall has coincided with a concerted effort by the local authority and by many schools in the borough to reduce the amount of time lost to holidays by applying the law and government guidance more consistently and working to change the expectations of parents and carers.

This guidance sets out to:

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| 1 | Confirm the legal position regarding leave of absence |
| 2 | Summarise the guidance in this area from the Department for Education |
| 3 | Give guidance on leave of absence policies |
| 4 | Provide guidance on the use of Education Penalty Notices for combating unauthorised absence caused by term time holidays |
| 5 | Provide materials and standard letters for use by schools, together with additional guidance on the related issue of handling circumstances where a child fails to return after a period of leave of absence |



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2 The Legal Position

The law relating to the taking of term time holidays by pupils at maintained schools and special schools not maintained by a local authority is set out in Regulation 7 of the Education (Pupil Registration) (England) Regulations 2006, as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

From 1st September 2013 the right of Headteachers to authorise up to 10 days absence a year specifically for holidays if special circumstances exist was abolished.

The aim of this change was to stop schools routinely authorising term time holidays, and to discourage parents from regarding the taking of holidays in term time as a routine matter.

The new regulations provide that schools can authorise leave of absence – whether for holidays or any other reason - for such period as they determine if they are satisfied exceptional circumstances exist. In other words, holiday absence requests will no longer be treated as a separate category of leave request which have their own rules.

The regulations provide that leave of absence can only be granted if a request is made in advance by the person with whom the child resides.

Academies

The Regulations only apply to maintained schools. Other schools such as academies are however subject to the Department of Education's guidance on this matter which is set out below, and we would therefore recommend that academies take the same approach as maintained schools.

3 When should Leave of Absence be Granted?



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Department for Education Guidance

The main guidance from the government on the subject of Leave of Absence can be found in the publication *Advice on School Attendance (October 2014)*. This is contained within the section on absence and attendance codes and applies to both maintained schools and Academies:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

National Association of Head Teachers Guidance

In October 2014 the NAHT published a document called "Guidance on authorised absence in schools" which provided some helpful guidance on how to approach the issue of "exceptional circumstances" The following is a direct quote from the guidance:

"1. The decision to authorise absence is at the head teacher's discretion based on their assessment of the situation. Circumstances vary from school to school and so there can be no absolute rules on this subject.

2. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Heads will rightly prioritise attendance. The default school policy should be that absences will not be granted during term time and will only be authorised in exceptional circumstances.

3. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence.

4. Absence during term time for holidays/vacations is therefore not considered an exceptional circumstance.

5. Absences to visit family members are also not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may however need time to visit seriously ill relatives.

6. Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.

7. Absences for important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.

8. Schools may wish to take the needs of the families of service personnel into account if they



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are returning from long operational tours that prevent contact during scheduled holiday time.

9. Schools have a duty to make reasonable adjustments for students with special educational needs or disabilities.

10. Families may need time together to recover from trauma or crisis.”

Determining leave of absence requests

We would suggest the following are key questions to ask:

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| 1 | Is the reason for which leave of absence is sought sufficiently important to outweigh the negative impact upon the child’s education (taking into account the pupil’s attainment, attendance and ability to catch up on missed schooling) |
| 2 | Is the school satisfied that the activity for which leave of absence is sought could not reasonably have been arranged to take place during the school holidays? |
| 3 | If the answer to 1 and 2 is yes, is the duration of the leave of absence requested reasonable or should only part of the absence be authorised? (see below) |
| 4 | Should documentary evidence be requested from the parents? |

Family Holidays

No guidance has been provided in relation to what might constitute exceptional circumstances justifying a holiday in term time. It is clear that authorising absence for a holiday will be extremely rare. It might include where a parent’s employment prevents the taking of leave in the school holidays (though it would be advisable for the school to seek evidence in the form of an employer’s letter and be satisfied that the family could not have taken a holiday during any of the available school holidays within a reasonable period either side of the proposed leave) or where a family needs to have a holiday as a result of a family crisis (though the school would need to be satisfied that the holiday could not wait until the school holidays).

It is clear that the lower cost of holidays in school term times, better weather at certain times of year or overlap with the start or end of term will not constitute exceptional circumstances.

Blanket policies



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Schools should not operate blanket policies – for example, a policy to approve all requests for leave of absence up to a certain duration, or where a pupil has a certain percentage attendance. Similarly, a refusal to authorise any leave of absence requests or to automatically refuse certain categories of request, would be unlawful.

This is because parliament has conferred a discretionary power upon schools, and schools should not abdicate from exercising discretion by operating a blanket policy. Such a policy may potentially be an unlawful fettering of discretion under administrative law principles.

Register Codes for Leave of Absence

Schools should continue to use H if the leave of absence is for a holiday they have agreed to or G if it is a holiday they have not agreed to. If the leave of absence is for a reason other than a holiday, then the codes are C if agreed or O if not agreed.



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All schools are advised to have a clear policy on leave of absence which is easily available and regularly communicated. Such a policy should ideally form part of a wider whole school attendance policy.

A Leave of Absence Policy should include:

- the rationale and philosophy behind the school's stance on attendance;
- the circumstances in which leave of absence may be approved;
- the procedure to be followed when applying for leave of absence;
- the use of sanctions such as Education Penalty Notices (see below for further information) or removal from roll where leave of absence take place without permission.

Leave of Absence procedures

Requests for permission

Schools should consider whether they wish to have a standard leave of absence request form available to parents. The advantage of a form is that it may help ensure that full information is provided to schools; a possible disadvantage is that it may encourage parents to regard the process as a routine procedure, rather than a one-off request made in exceptional circumstances. Schools may therefore prefer simply to require that requests be made in writing to the headteacher.

An alternative to a written procedure is to require all requests to be made in person to the headteacher. Such a procedure may well be feasible in primary schools or smaller secondary schools and might have the advantage of highlighting the exceptional nature of such requests.

Responding to requests in writing

However the request is made, it is advisable to respond in writing to avoid any ambiguity. If the request is made at very short notice a telephone call to the parent may have to be made, but it is still advisable to send a written response.

Suggested letters for granting and refusing permission can be found at Appendices 3 and 4.

Where a request is refused, the written response should advise the parent of the possible consequences if the leave of absence takes place - such as the potential for Education Penalty Notices to be issued, or if the period of proposed absence is lengthy, removal from the school roll.

Where only part of a leave of absence request is authorised it is vital that the letter also clearly states the start date of the proposed leave of absence and the expected date of



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return.

What if no request is made?

Where a parent does not make a formal request, but simply notifies school of the holiday – perhaps on the first day of absence – it is still advisable to write to the parent to inform them that permission has not been granted and to advise of the consequences. This is to avoid any ambiguity around whether the school approved the absence. A letter sent at this stage will make the school’s “official” response clear, and reduce the chance of a parent claiming that they were told by someone at the school that the holiday was acceptable.

A suggested letter can be found at Appendix 6.

Where a holiday is suspected but the parent has not provided any information to school, see the section in Part 5 below “*What can be done if unauthorised leave of absence is strongly suspected but has not been disclosed by the parent?*”

5 The use of Education Penalty Notices



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Education Penalty Notices were introduced by the government in 2003 and have been used in Stockport since 2005. Education Penalty Notices are fixed penalty fines issued by the local authority at the request of schools of £60 per parent (rising to £120 if unpaid within 21 days).

They are primarily used as an early stage intervention aimed at combating the onset of conventional attendance problems (i.e. not those specifically related to leave of absence) and in these cases the issuing of a fine is almost always preceded by the issuing of a Formal Warning to the parent and an opportunity to avoid a fine through improved attendance over a short period of time.

However, Education Penalty Notices can also be used in the context of unauthorised leave of absence.

The difference in the two scenarios is that in the unauthorised leave of absence scenario no Formal Warning is issued to the parent. This is because a warning to a parent to improve attendance over a short period of time which was only sent after an unauthorised holiday had already occurred would have minimal impact as a deterrent.

Furthermore, the parent should already be aware that choosing to take leave of absence without permission will lead to unauthorised absences being recorded (and therefore the possibility of some form of sanction) and therefore no further warning should be necessary.

Within Stockport the *Code of Conduct for the Issuing of Education Penalty Notices* allows Education Penalty Notices to be issued without a Formal Warning in unauthorised leave of absence situations where there are at least ten consecutive sessions (i.e.; five days) of unauthorised absence (marked with a G code in the case of holidays, or an O code where the leave of absence was taken for other purposes).

Unauthorised leave of absence of less than ten consecutive sessions can however lead to the issue of a Formal Warning where there are at least ten unauthorised absences (including those arising from the unauthorised leave of absence) in a three month period.

Good practice

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| 1 | Publicity – it is good practice to regularly inform parents of the school's leave of absence policy and the fact that Education Penalty Notices may be issued where unauthorised leave of absence takes place. We would recommend that this information be provided to parents at least annually. |
| 2 | Communication – where leave requests are refused, parents should be informed by letter. It is recommended that this letter should make reference to the use of Education Penalty Notices if unauthorised leave take place. |



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| 3 | Consistency – it is important that all parents are treated in a fair and consistent way. For example, it would be inappropriate to select some parents to receive Education Penalty Notices for unauthorised holidays whilst others in similar circumstances were not so selected. Schools should be particularly conscious of the need to ensure consistency across year groups and house or college structures. |
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Procedure for issuing Education Penalty Notices for unauthorised leave of absence

Before the Council can issue an Education Penalty Notice it needs to be sure that correct procedures have been followed and that the school has acted appropriately in its dealings with the parent.

The flowchart at Appendix 7 will assist schools in using the EPN system effectively.

Schools must be reasonably certain that the unauthorised leave of absence has taken place before requesting that an Education Penalty Notice be issued and should provide Services for Young People with any available evidence. This might be a copy of the leave request form, correspondence with the parent regarding the leave, or details of a conversation between a member of staff and a parent which has been logged.

Schools must bear in mind that if a parent were to deny that a period of leave of absence had occurred and refuse to pay the fine, it might be necessary to produce such evidence or call evidence from relevant witnesses within school in a subsequent prosecution. It is therefore important to ensure that copies of correspondence are retained and all telephone conversations and meetings are properly logged.

Requests should be made on the standard Education Penalty Notice Request form and should be accompanied by a copy of the attendance register, relevant correspondence and phone call logs.

What can we do where unauthorised leave of absence is strongly suspected but has not been disclosed by the parent?

Sometimes schools receive information which suggests that a child has been absent for a holiday. If this information is “second-hand” (such as from the child) or cannot be independently verified it may at first glance seem problematic to request that an Education Penalty Notice be issued.

At the same time it is clearly undesirable that parents who take leave of absence but who avoid requesting it, or who mislead school about the reasons for absences, should be able to avoid receiving a fine or other sanction.

A suggested letter can be found at Appendix 5 which can be used in these circumstances. The idea is to give the parent an opportunity to make representations about the reasons for the absences. It seems fair and reasonable to provide this opportunity to parents where



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the information about the unauthorised leave of absence has not come directly from them and cannot be directly evidenced by, for example, a completed leave of absence request form.

Depending upon the response, if any, to this letter consideration can then be given to requesting an Education Penalty Notice. Evidential issues will still have to be considered in every case, but the fact that the parent has now been given an opportunity to make representations prior to the Education Penalty Notice being requested will be relevant.

Schools are advised to seek advice from the Education Legal Officer at Services for Young People if they have any queries or concerns around evidential issues. We would advise that even where it is felt that there is insufficient evidence to allow a Penalty Notice to be issued; schools can and should still challenge parents about the absences in question.

For example, if a parent has claimed a child is ill, but there is evidence to suggest that the family were on holiday, this should be raised with the family. By so doing, schools will demonstrate that they take the issue seriously and that they will not automatically take information from parents at face value. It is hoped that this in turn will discourage parents from believing that they can “get round” the system by misleading schools about the causes of their child’s absence.

6 Further Information

For further information please contact the Education Legal Officer, Services for Young People, Stockport Council, Grand Central, 48-52 Wellington Road South, Stockport SK1 1SS Email: sfyp@stockport.gov.uk Tel: 0161 474 2300.

Appendix 1

Suggested Leave of Absence Request form

Leave of Absence Request Form

This form should be completed and submitted to [insert details] within [four weeks] of the start of the proposed leave of absence. A separate form should be completed for each



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child that leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £120 per parent per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

Signed _____ Dated _____

Appendix 2

Suggested letter to all parents regarding leave of absence



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Date

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays, this has to be balanced against the effect on pupils' progress at school.

In September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year in special circumstances.

Headteachers are now only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

If due to exceptional reasons you do need to request leave of absence please [do so in writing to me] [submit a Leave of Absence Request form to me] [make an appointment to see me] at least 4 weeks before the start of the proposed absence.

Both the school and the local authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the local authority.

Yours faithfully

Appendix 3

Suggested letter to parents when granting permission (in full or partially) for a holiday or for leave of absence for other purposes

Date



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Dear

Request for leave for [insert name of child] during the period [date] to [date].

Thank you for your request for leave of absence

Either

I have considered your request and can advise that I am willing to grant leave for [name of child] to be absent between the above dates.

Or

I have considered your request and can confirm that I am not willing to grant leave for [name of child] to be absent for the whole of the period requested. Permission is granted for [name of child] to be absent from [date] until [date] only.

[Name of child] will therefore be expected to return to school on [date].

Please be aware that should your child fail to return to school on that date, any further absence from school will be unauthorised. This could result in:

- Education Penalty Notice fines of £60 (rising to £120) per parent per child being issued by the Local Authority
- In some cases your child's name being removed from the school roll, resulting in your child losing his/her school place

In the event of unforeseen problems arising which prevent your child's return on the above date, please contact school immediately to discuss the position.

Yours sincerely

Appendix 4

Suggested letter to parents when refusing to grant leave of absence

Date



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Dear

Request for leave for [insert name of child] during the period [date] to [date].

Thank you for your request for leave for the purpose of [give details].

[in the case of term time holidays] Regulations passed by the Government in 2013 abolished the right of Headteachers to authorise up to 10 days of absence a year specifically for holidays in special circumstances.

Under current legislation, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school.

Having considered your application I am not willing to give permission for the proposed leave of absence.

[Name of child]'s attendance at school during the above period is therefore required, and I must advise you if [he/she] does not attend school during this period, this could result in

- Education Penalty Notice fines of £60 (rising to £120) per parent per child being issued by the local authority
- In some cases your child's name being removed from the school roll, resulting in your child losing his/her school place

Yours sincerely

Appendix 5

Suggested letter where unauthorised leave of absence is suspected

Date



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Dear

**Re: Name of child
Unauthorised Absence from school between [dates]**

I am writing to you with regard to [name]'s absences from school between the above dates. It has come to our attention that [name] was absent as a result of leave of absence taken without permission.

As the school had not given permission for [name] to be absent from school during these dates we are proposing to record the absences as unauthorised, and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued to you [each of you].

Consequently, if you wish to provide any information regarding the reasons for these absences, I would ask you to contact me within the course of the next seven days.

I would take this opportunity to remind you that in accordance with regulations imposed by the government leave of absence requests for leave of absence can only be granted if the school is satisfied that exceptional circumstances apply, and that your child's educational progress will not be unduly affected.

Yours sincerely

Appendix 6

Suggested letter where no request for permission made but parent informs school of holiday/leave of absence

Date



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Dear [name/s of parent/s]

**Re: Name of child
Unauthorised Absence from school between [dates]**

I am writing to you with regard to [name]'s absences from school between the above dates which you have confirmed were due to leave of absence for the purpose of a holiday [other reason as appropriate].

As the school had not given permission for [name] to be absent from school during these dates we are proposing to record the absences as unauthorised, and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued to you [each of you].

I would take this opportunity to remind you that in accordance with regulations imposed by the government leave of absence can only be granted in exceptional circumstances. Requests for leave of absence can only be granted if the school is satisfied that exceptional circumstances apply, and that your child's educational progress will not be unduly affected.

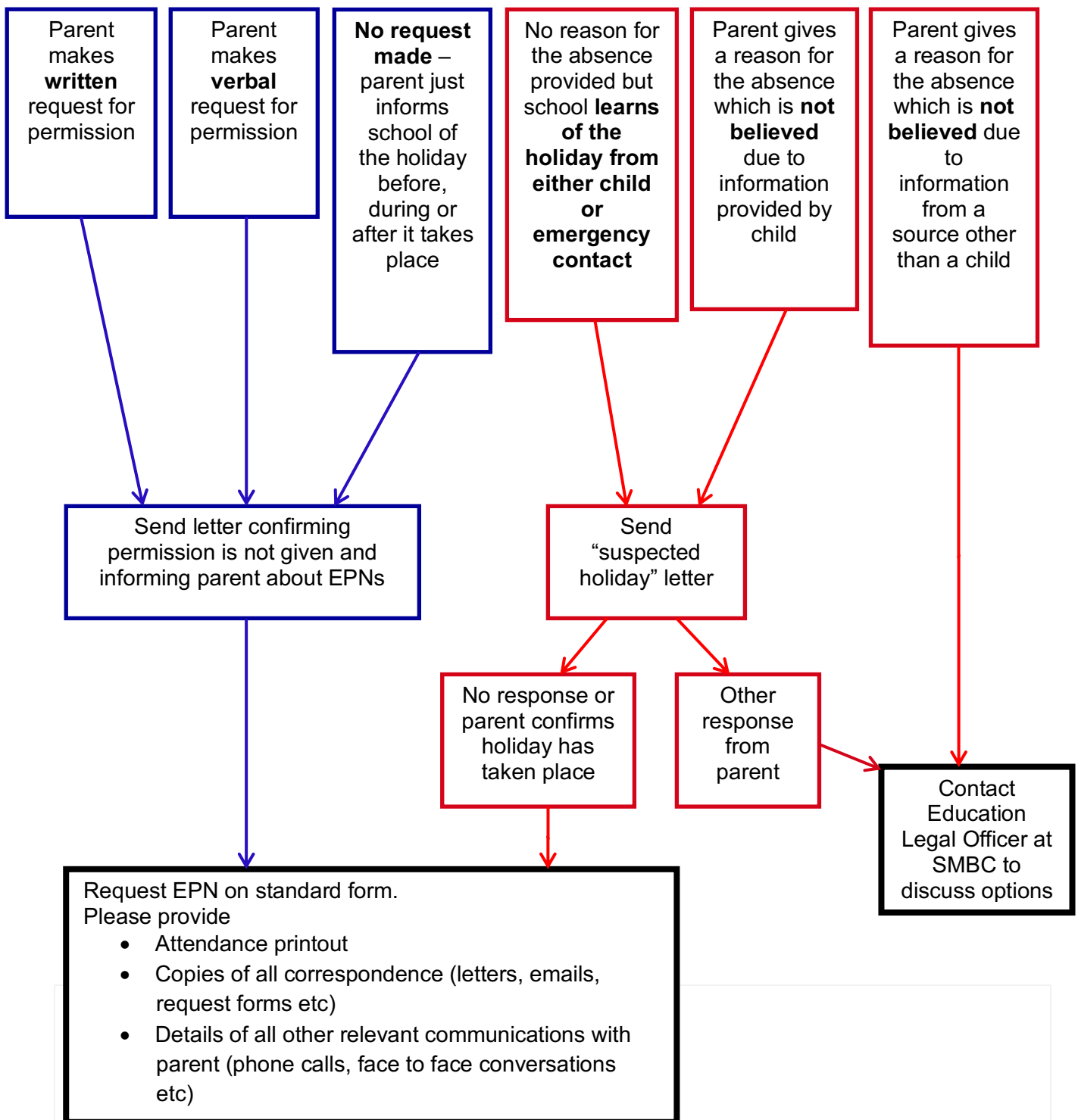
Yours sincerely



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Appendix 7

Procedural flowchart - EPNs for unauthorised holidays/leave of absence





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Appendix 8

Failure to return from leave of absence – additional guidance

Immediate issues where a child does not return from leave on the Expected Date of Return

Q Has the school been contacted by the parent?

Yes If a child fails to return on the Expected Date of Return and the parent has contacted the school because an unforeseen problem has arisen – eg flight delays, illness while abroad – it may be appropriate to authorise further absence for a limited period using the “C” code, though it may be reasonable to request that the parent provides proof either before or after their return before authorising the absence, particularly if the school had previously authorised some of the leave but not all and the delay results in the child being absent during the period which had not been authorised. Any additional exceptional leave which is agreed with the parent should also be time-limited – in other words, a new Expected Date of Return should ideally be agreed with the parent – or at the very least a date agreed for when the parent will contact school again to update them on the situation. If possible an address, phone number or email address for the parent should also be obtained.

If, however, the school feels that the pupil does not have a good reason for continuing to be absent, then the guidance from the government in *Keeping Pupil Registers: Guidance on applying the Education Pupil Registration Regulations* states that parents should at this point be reminded of:

- a** The date the school said it expected the pupil to return;
- b** The parents’ responsibility to ensure that the child attends school regularly;
- c** The possibility of legal sanctions against the parents;
- d** The possibility of the school deleting the pupil from the school roll; and
- e** That the pupil must be marked unauthorised absence.

Additionally of course, if either the parent’s explanation for the child’s continuing absence or other surrounding circumstances gives rise to concern for the child’s welfare, school should immediately seek advice from their SfYP manager or from Social Care direct.

Schools should also be aware of the risk that a child’s failure to return may be as a result of a forced marriage and should familiarise themselves with the risk indicators. If forced marriage is suspected schools should seek advice urgently from the Local Authority (SfYP or Social Care). More guidance on responding to forced marriages can be obtained from at the websites of [Greater Manchester Safeguarding Partnership](http://greatermanchesterscb.proceduresonline.com/chapters/p_force_marriage.html) and the [Foreign and Commonwealth Office Forced Marriage Unit](http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/).

http://greatermanchesterscb.proceduresonline.com/chapters/p_force_marriage.html

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>



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<p>No</p>	<p>Where the parent has not contacted the school when the child fails to return on the Expected Date of Return (or where the parent has failed to contact the school to update them on the situation as above) the immediate concern will be for the child’s welfare and attempts should be made to contact the parents either directly or through any emergency contacts.</p> <p>If contact is not made, the school should follow the procedures in the Pupils Missing from School Flowchart. These procedures enable concerns to be escalated leading to the involvement of the police and Social Care if necessary. Again, if there is a suspicion of forced marriage, urgent advice should be sought (see above).</p> <p>Whether the school contacts the Local Authority immediately or continues to attempt to make contact with the parents for a period of up to 10 days depends on the level of concern, which itself depends on what is known about the family and the surrounding circumstances. Schools should continually re-evaluate the position and seek advice from Services for Young People at an early stage.</p> <p>Additional responses</p> <p>Once any immediate safeguarding concerns have been addressed there are several further options for schools where a pupil fails to return from leave of absence. These options may also arise where schools have refused a request for leave of absence but the leave takes place regardless.</p>
	<p>Removal from Roll</p> <p>Under Regulation 8 of The Education (Pupil Registration) (England) Regulations schools can only remove children from their roll in certain specified circumstances. These include two which are potentially applicable in leave of absence situations:</p>
	<p>Failure to return from leave of absence under Regulation 8 (1)(f)</p> <p>Where the pupil is granted leave of absence, then fails to attend within the 10 school days after the expiry of the authorised leave, and the proprietor does not have grounds to believe that s/he is unable to attend owing to sickness or any unavoidable cause, and both the proprietor and the LA have failed, after reasonable enquiry, to ascertain where the pupil is.</p> <p>This can <u>only</u> apply (potentially) where school granted leave of absence and the pupil failed to return on the Expected Date of Return, leading to 10 or more school days of absence.</p>
	<p>20 days continuous unauthorised absence under Regulation 8 (1) (h)</p> <p>Where the pupil has been continuously absent for not less than 20 school days, such absence was not authorised, the proprietor does not have grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, and the proprietor and the LA have failed after reasonable enquiry to ascertain where the pupil is.</p> <p>This is potentially applicable where the original leave of absence was not approved, but the pupil went away regardless, and remained absent for 20 school days in total.</p>
<p>However, in both cases the following issues must be considered:</p>	
<p>1</p>	<p>The school should have attempted to check that the pupil does not have a good reason for their absence - such as disrupted travel arrangements or illness.</p>



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2	In addition BOTH the local authority and the school must make reasonable enquiry to locate the pupil before the deletion is made. This might include: contacting all known contacts (school), writing to last known address (even if this is the home address at which the parents are not believed to be residing currently) (school), home visits (school and/or local authority), enquiries with other agencies (school and local authority).
3	Where the school and/or the local authority is in contact with the parent, but it is believed that there is no acceptable reason for the pupils failure to return to school, every effort should have been made to notify the parent in writing of the consequences of their actions, with opportunities given to prevent deletion by returning to school by a given date. Where the pupil's whereabouts are known, especially if they have returned to their usual home or are elsewhere within the UK, other courses of action may be appropriate such as contacting local education or social care agencies in the area in which the child is known to be. Deletion from the roll should only be made if it is in the pupil's interests.
4	Deletion should only take place in consultation with the Local Authority (Services for Young People).
5	If deletion takes place the school should transfer the pupil's information to the Lost Pupil Database via the s2s website.
6	<p>It is good practice and will assist schools and the local authority in making decisions around removal from the roll, if when responding to requests for extended leave of absence, parents are advised in writing that if (in the event of a refused request) the absences takes place regardless, or (in the event of a granted request) the child fails to return on the Expected Date of Return, removal from the roll may take place.</p> <p>It is essential that good practice is followed before deletion takes place. If in doubt, please seek guidance from Services for Young People.</p>