

Derbyshire County Council have released a policy statement (July 2017) as follows:

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed to the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

- Springwell Community College is obliged to enforce the amendment made to the Education (Pupil Registration) (England) (Amendment) Regulations 2006 which came into force on **1st September 2013**.
- The regulations state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances. As a consequence of these changes we will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as.
- All holidays and leaves of absence that are believed to be holidays, taken during term time, will incur unauthorised absences for the student. These remain on the student's record and will be monitored for further action by the Education Welfare Service. Parents/carers could be issued with a fixed penalty notice and/or court action by Derbyshire County Council.
- If a parent/carer needs to take their child out of college for an exceptional circumstance during term time, an application should be made (at least 2 weeks in advance). The appropriate form can be collected from Student Services. Each application will be considered on an individual basis and should be supported by appropriate documentation.
- The College will challenge parents/carers if we believe a leave of absence has been taken without prior application. This will include home visits by the EAO, calling cards at the home address, challenge letters to parents/carers and the opportunity for parents/carers to provide evidence that an unauthorised leave of absence was not taken.
- Unauthorised absences will be referred to the Local Authority for consideration for a Penalty Notice.