

## The Law

Under the 2013 amendments to the Education Act of 2006, schools are only allowed to grant extended leaves of absence in **EXCEPTIONAL CIRCUMSTANCES** with the Head Teacher's approval. This was upheld by the Supreme Court in 2017, following a challenge in the Isle of Wight.

Exceptional circumstances are those such as a death in the family, major illness of a close family member or something of a similar level. Exceptional circumstances **DO NOT** include holidays, family weddings, travel because of cheaper flights or any other non-emergency activity.



The Head Teacher may grant approval if the reason is an **EXCEPTIONAL CIRCUMSTANCE** and the child's school attendance is good (i.e. as close to 100% as possible). Each case is considered individually but ultimately the school **will not break the law** in granting leave for non-emergency situations.

Taking unauthorised leave will result in the school seeking a penalty notice against the parents and therefore a fine.

## How to apply for a leave of absence

If your family needs a leave of absence for an exceptional circumstance, then they must fill in an **extended leave application form**. These are available from **reception or the school website**.

The form must be filled in and returned to school before any booking is made. This must be completed at least **two weeks** prior to absence, where possible.

School will then consider the application and you will receive a letter, either permitting or refusing the leave of absence and the reasons for this. If school permits the leave of absence, then we will need **copies of the flight details** for our records.

✈ Flight Details			
➔ <b>Wed., Nov. 13, 2013   Seoul, Republic of South Korea (ICN - Incheon) to Taipei, Taiwan (TPE)</b>			
Depart: <b>5:30 p.m.</b> Wed., Nov. 13, 2013 Seoul, Republic of South Korea (ICN - Incheon)	Arrive: <b>7:10 p.m.</b> Wed., Nov. 13, 2013 Taipei, Taiwan (TPE)	Travel Time: <b>2 hr 40 mn</b>	Flight: <b>TG635</b> Operated by Thai Airways. Aircraft: <b>Airbus A330</b> Fare Class: <b>Economy (X)</b> Meal: <b>Meal</b> <b>No Special Meal Offered.</b>
➔ <b>Mon., Nov. 18, 2013   Taipei, Taiwan (TPE) to Hong Kong (HKG)</b>			
Depart: <b>7:40 a.m.</b> Mon., Nov. 18, 2013 Taipei, Taiwan (TPE)	Arrive: <b>9:25 a.m.</b> Mon., Nov. 18, 2013 Hong Kong (HKG)	Travel Time: <b>1 hr 45 mn</b>	Flight: <b>TG609</b> Operated by Thai Airways. Aircraft: <b>Airbus A330</b> Fare Class: <b>Economy (X)</b> Meal: <b>Meal</b> <b>No Special Meal Offered.</b>
<b>Note: You are departing Seoul, Republic of South Korea (ICN - Incheon) and arriving Hong Kong (HKG).</b>			

If the leave of absence is granted, your child is expected to be back in school on the date stated or you will risk being fined and losing your school place.

Please feel free to come and discuss situations with us, if you are unsure.

At Scotholme, we understand that these policies and procedures will not please everyone but unfortunately we do not make the law, we have to follow it.

We know that holiday firms and flight companies charge higher prices during school holidays and that this is can seem unjust on families with school children.

If you are unhappy with this situation, can we suggest you contact your local MP or the Education Minister:-

**Nottingham East MP - Chris Leslie**

Address - 12 Regent St, Nott'm, NG1 5BQ

Tel. 0115 956 9429

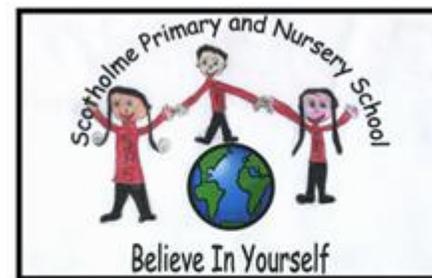
Email. [chris.leslie@parliament.uk](mailto:chris.leslie@parliament.uk)

**Secretary of State for Education - Justine Greening**

Address - Department for Education, Sanctuary Buildings, 20 Great Smith St, Westminster, London SW1P 3BT

Tel. 0370 000 2288

Email. [greeningj@parliament.uk](mailto:greeningj@parliament.uk)



## Extended Leave of Absence from school



This leaflet is designed to make clear the Extended Leave of Absence policy and procedures at Scotholme Primary.

It will help you understand the school's position and what we are legally allowed and not allowed to permit.

**Also available at [www.scotholme.com](http://www.scotholme.com)**