



KISIMUL GROUP

Education Policy and Procedure

Unauthorised Absence

At Kisimul School absences of pupils of compulsory school age without valid reason, or for which no explanation is provided, must be treated as unauthorised.

Only the school can authorise absences and it is the responsibility of parents/guardians to provide an explanation for every period of absence. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on 1 September 2013, changing the rules about term-time holidays.

Holidays during term time are discouraged, and parents are made aware that such permissions will only be authorised when there are exceptional circumstances. Kisimul is mindful that learners placed within the school may have challenging family dynamics as a result of their complex and challenging behaviour, and there may be justified need for some families to arrange visits home or short breaks when other vulnerable siblings are at school, or accommodation is available during quieter and less challenging periods for learners with complex Autistic profiles.

While each occasion will be considered on its own merits, the Head Teacher and Registered Manager for each school site will need to ensure that this is balanced carefully with a need for Young People to access as a full and uninterrupted educational experience as possible, and the emphasis will be on exceptional circumstances.

If a parent/carer outlines an intention to remove a pupil during term time, they must make a formal request to the school, and complete a term time request form (Appendix 1) which can be obtained from the school. Letters about term time absence are sent out with term time dates and updated information about the school.

If a pupil is absent from school without authorisation then the following action should be taken:

- The class teacher should inform the head teacher without delay.
- The head teacher will speak to the parent/s/guardians at the earliest available opportunity.
- The School will take all reasonable action to investigate the absence before referring the matter formally to the Local Authority (SEN team) and the young persons' social worker if appropriate (i.e. there are welfare concerns).

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Kisimul



school

REQUEST FOR TERM-TIME LEAVE

To the Head Teacher Kisimul School Lincolnshire

I wish to apply for term time leave for my child/YP:

Child/YP Name

.....

Date of request for absence:

From **To**
(inclusive)

The Exceptional Reason(s) for this request are as follows:-

.....
.....
.....
.....

Signature **Print Name**.....
(Parent/Carer)

Date

Please make your request prior to making any arrangements and preferably four weeks before the anticipated leave date.

NB: If the school refuses your request and the child/YP is still taken out of school, this will be recorded as an unauthorised absence, and the school will be obliged to contact the placing authority who may decide to take further action.

This form is not required for any absence related to medical interventions or procedures.