

ST SAVIOUR'S CHURCH OF ENGLAND JUNIOR SCHOOL

Defining 'exceptional circumstances' for authorised leave of absence in term time.

For our school 'exceptional circumstances' will be interpreted as:

... 'being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.'

While decisions will be made on a case-by-case basis, requests will normally be refused.

Exceptional circumstances where the school would consider authorising absence, for a pre-agreed length of time, during term time include:

1. The death or funeral of a close family member (eg. parent, sibling or grandparent).
2. To attend the wedding of a close family member (eg. parent, sibling or grandparent).
3. **Fixed annual leave** for frontline members of the armed forces or emergency services (Police, Fire Services, Ambulance Service, Coastguard Service). Evidence from the employer would be required with any request. Evidence submitted must be clear that **all annual rostered leave** for the employee in a one-year period (i.e. April – March or Jan – Dec) is in term time.
4. To attend a nationally accredited examination e.g music, dance.

In addition to meeting the 'exceptional circumstances' criteria, the headteacher will consider:

- The attendance level of the child, the minimum expected attendance is 95%, including records from previous academic years
- Any previous requests for leave in term time
- The impact of the absence on the child's achievement in school

Requests made under 1 – 4 should be made in writing to the Head Teacher or, in her absence, The Head of School. Requests, with supporting evidence, under 2 – 4 should be made at least four weeks in advance of the absence.

Circumstances which would not qualify as exceptional:

- ✗ Loss of earnings for self-employed parents, where the summer period is the busiest or most lucrative season
- ✗ Difficulty in securing annual leave during the summer break for non-emergency personnel (any parent not covered under point 3. above)
- ✗ Non-availability of suitable flights or holiday packages during school holidays
- ✗ Travel plans which overlap the start/end of a term
- ✗ Higher travel prices during school holidays
- ✗ Another school has authorised leave