

## Leave During Term Time Policy

Leicester Community Academy does **NOT** allow parents/guardians to take leave for the children during term time due to the following reasons:

- Children miss out on planned valuable work from the National Curriculum.
- Continuity of learning is disrupted and children experience difficulty in catching up.
- Vital Assessments/Exams/Parent meetings of a child's progress are missed.
- Class teachers are not obliged to set work for periods of absence.

Leicester Community Academy **WILL** agree to give leave to pupils in **EXCEPTIONAL CIRCUMSTANCES** as follows:

- A member of family has passed away or seriously ill – No more than 3 days leave will be authorised if it happens in the UK and no more than 10 days if a member of the family is seriously ill or has passed away in a foreign country.
- Leave should not exceed a maximum of ten school days in one year.
- Only in unavoidable circumstances, will the school decide to give additional time off.
- In all other circumstances, if parents/guardians take pupils on leave during term-time then the school will take your child's name off the school's Admissions Register and will inform the Education Welfare Department immediately.
- Parents who decide to take their child on leave in **EXCEPTIONAL CIRCUMSTANCES** during school time **MUST** complete the Leave Request Form, accompanied by a letter signed by a parent/legal guardian.

**Leicester Community Academy**

**Leave During Term Time Request Form**

Name of child: .....

Class: .....

- We the undersigned have considered the school's policy and recognise the possible educational disadvantages as a result of our leave during term time. We also understand that failure to return to school within the time stated below will result in my child being taken off the School's Admission's Register & the Education Welfare Department being notified immediately.

Reason for visit:

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Planned destination .....

Date of departure .....

Date of return .....

Number of school days missed .....

Home telephone number .....

Emergency Contact .....

Work telephone number .....

Signed (Parent/Legal Guardian) .....

Date .....

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

Reviewed: December 2017

Next Review: December 2018