Flowchart – Unauthorised Leave of Absence

Authorisation Procedure

- Parent / carer requests absence.
- School ensures that the request is made in writing (SEE APPENDIX 1).
- School(s) make decision regarding written application (school may wish to liaise with other schools if there are other children in the family at neighbouring schools).

- Leave is authorised because exceptional circumstances are accepted.
- Letter is issued by school to parent.
  (SEE APPENDIX 2 – school letter leave authorised)

- Leave request denied – circumstances are deemed not to be exceptional.

Pupil returns to school on agreed date.

Attendance is monitored

Pupil does not return to school on agreed date.

Absence is recorded as unauthorised 'G' code school send letter to parents requesting an explanation and warning of Penalty Notice.

If no acceptable explanation given, school follow process to request a Penalty Notice.

- The head teacher (deputy or assistant head) should inform parent/carer in writing that the request has been denied giving the reason why, also that if the absence occurs it will be unauthorised and a Penalty Notice may be issued. (SEE APPENDIX 3 – school letter – leave not authorised).

School must be aware that they may be called as a witness in court.

- Where unauthorised leave of absence occurs, the school must determine whether or not the case meets the criteria for issuing a Penalty Notice (see page 2 of the Code of Conduct). The EWW may advise school if needed.

Does the student meet criteria for Penalty Notice?

NO

YES

Record absence as unauthorised and monitor for any future unauthorised absences with a view to future action if appropriate

School complete Penalty Notice request paperwork as detailed on page 3 of the Code of Conduct and sends to LST inbox with accompanying Request for penalty notice form.

Families First process the request, and if appropriate issue a Penalty Notice. School are informed of action taken