

PROCEDURE FOR UNAUTHORISED LEAVE OF ABSENCE (Holiday)

Unauthorised Leave of Absence where national threshold is met
10 sessions in 10 weeks (the weeks can span academic years and school
holiday periods)

Request made by parent for
leave of absence for 5 days
(10 sessions) or more?

Either consecutively or
accumulative in a 10 week
period

Each case to be considered.

Are there exceptional
circumstance?

YES

Letter sent to parent/s

Absence authorised
using the C code

FAMILY HAS TAKEN A LEAVE OF ABSENCE AND HAS NOT TOLD THE SCHOOL IN ADVANCE:

Where a family takes a leave of
absence but does not request
this in advance

OR they have taken more days
than has been agreed/beyond
expected return date and they
cannot provide evidence to
explain the delay

OR they have advised the child
is ill but you have evidence to
believe they have been on
holiday

you can still ask for a penalty
notice to be issued.

You **MUST** write to the parent
explaining that you believe they
have been on holiday and a
penalty notice will be issued

No

Letter **and** penalty notice leaflet sent to parent/s
advising them absence will not be authorised

Leave of absence taken?

No

Monitor attendance/ follow
school non-attendance
process

Yes

Absence recorded with
the G code

Upon pupil/s return to school after absence, complete
penalty notice notification form and supporting paperwork

Email paperwork to PNLO@wiltshire.gov.uk