



HILLINGDON

LONDON

Guidance on **Exceptional Leave** To Head Teachers from the Education Welfare Service

1. It is widely known that the link between a student's attendance and attainment is irrefutable.
2. Early poor attendance habits follow through into secondary school and employment.
3. Graduates earn an average of £15.01p.h. Young people that leave school with no qualifications earn an average of £7.44p.h
4. Hillingdon schools should no longer refer to 'Holiday' during term time. The term 'Exceptional Leave' should be adopted in Attendance Policies, documentation and daily language.
5. All Hillingdon schools are encouraged to adopt a policy of not authorising Exceptional Leave. Outstanding cases remain in the personal gift of the Head Teacher to authorise (max. 10 days only).
6. Head Teachers are encouraged to meet personally with every family applying for Exceptional Leave to stress the importance of good school attendance habits and links between attendance & attainment.
7. Exceptional Leave should always be refused in Years 2, 6, 9 and 11.
8. Exceptional leave should always be refused when a student's attendance is less than 95% (Primary) and 92.4% (Secondary).
9. Exceptional leave should always be refused when school is aware of any truancy.
10. Exceptional leave should always be refused when requests are regular (annual) or when patterns become identifiable.
11. Reasons for Exceptional Leave should be logged on the student's record and shared as part of the transfer/transition process.
12. If the above is incorporated in school's attendance policies, which are then made available to families, the Education Welfare Service can issue Fixed Penalty Notices for any unauthorised absence.
13. Any further advice and guidance is available from Deborah Bell Principal Education Officer, 01895 250858 dbell1@hillington.gov.uk

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