

THE BERWICK PARTNERSHIP OF SCHOOLS AGREED CRITERIA

Up to 10 days leave may be authorised if the following criteria are fulfilled:

*A letter requesting permission is submitted to the Head Teacher at least two weeks in advance of the leave, unless there are mitigating circumstances.

-Parents/Carers may be asked to attend a brief appointment to discuss the application.

-The letter should indicate if siblings attending another school in the Partnership are also requesting leave.

-Each application will be considered on an individual basis.

- The actual date that the child will return to school must always be provided by the parent/carer.

*Leave is not taken during national or school Examination weeks.

*The leave is not taken during the first two weeks of September due to this being an important time for establishing relationships, routines etc.

*The child's attendance is currently above 94% (if it is the start of a new academic year, then last year's attendance will be used.)

* School will inform the parent/carer, in writing, advising whether the leave has been authorised. It will be made clear the reasons why the decision has been taken and the criteria used. The letter will also explain the category of "unauthorised" absence should that be necessary