## **Leave in Term Time Process**

Leave in term time (including holidays) will only be granted in exceptional circumstances.



Request made via LITT form & returned to the Attendance Officer

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## Request Granted

Letter sent confirming leave



Parents come into Calthorpe to sign leave agreement and confirm return date

LITT – Leave in Term Time

EWS - Education Welfare Service

## Leave Denied

Letter sent confirming denial



If child is then taken without authorisation, letters will be sent outlining possible consequences



If child does not return quickly, EWS will be informed



EWS on behalf of Birmingham City Council may issue a penalty notice or prosecute Parent takes pupil abroad in term time without informing Calthorpe



Attendance Officer is able to determine location of student and letter sent to parent



Parents do not send child in – process for Leave Denied will be followed Attendance Officer is not able to determine location of pupil



Attendance Officer
will conduct a home
visit and speak to
neighbours to
determine location.
If unable to locate
following this, EWS
and Left School No
Trace will be notified



Left School No Trace will try to determine the child's location – this may include contacting the Police and Social Services. Once located, Leave Denied process followed