



Naphill and Walters Ash School
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Term Time Leave - Guidance for Service Families

Following the change to attendance regulations in England whereby all term time leave applications have to be on 'exceptional grounds', the Service Children's Education have issued the following guidance.

With effect from December 2013, the Service Children's Education board have advised that there are only two grounds on which parents can apply for term time pupil leave, these are:

(a) Exceptional circumstances. In the case of Naphill and Walters Ash school these are defined as follows:

- Where, on relocating, holiday previously booked in another authority fell during holiday time but in Bucks, the term dates are different
- Exceptional circumstances mean that a holiday request is not repeated a following year
- Death of a close family member
- Other circumstances are left to the discretion of the head teacher

(b) Post Operational Leave (POL) also referred to as Post Operational Tour Leave or POTL.

- The application for term time leave is to coincide with POL and is granted for a maximum of 10 days
- In accordance with Joint Service Publication (JSP) 760 whereby POL should be taken as soon as possible and at the latest within one month after a Service persons return
- There are no grounds for parents to apply for term time leave for the child/ren to coincide with either pre-tour leave or for 'R and R'

It is recognised that service families face unique circumstances and that POL is a valuable part of the process of returning from operational tours. However, it is important that parents understand the detrimental effect on a child's education by missing school. It is essential to highlight that families can, and do, enjoy the POL of the serving parent without requesting that their child is absent during term time.

Further guidance and an application form for term time leave can be found on the school website under the tab 'Information' and the heading 'Attendance'.