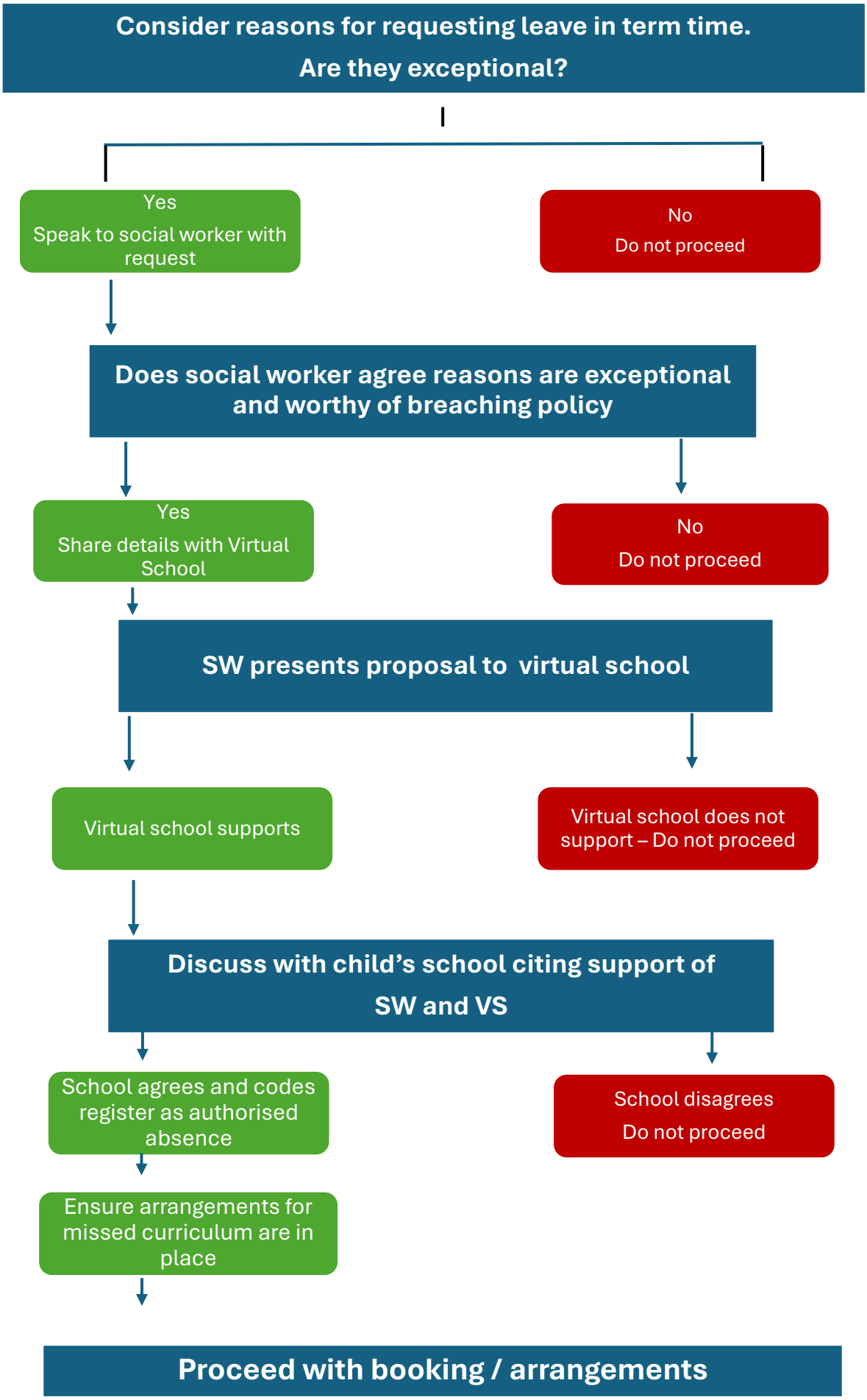
Consider reasons for requesting leave in term time.
Are they exceptional?
Yes
Speak to social worker with request
No
Do not proceed
Does social worker agree reasons are exceptional and worthy of breaching policy
Yes
Share details with Virtual School
No
Do not proceed
SW presents proposal to virtual school
Virtual school supports
Virtual school does not support – Do not proceed
Discuss with child's school citing support of SW and VS
School agrees and codes register as authorised absence
School disagrees
Do not proceed
Ensure arrangements for missed curriculum are in place
Proceed with booking / arrangements