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**Interim Guidance - Study leave during the National Examination timetable: Implementation Guidance for Secondary Schools for the first year of the new qualifications**

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<b>Agreed by</b>	Mike Rosendale

## 1. PURPOSE

These guidelines set out the steps required to manage study leave during the National Examination timetable in line with the implementation of the new National Qualifications.

## 2. SCOPE

All schools must:

- have an agreed arrangement for managing study leave during the national exam timetable in line with the CEC guidelines
- ensure that agreed arrangements are clearly communicated to pupils, parents and staff
- Include the agreed period of exam leave, in line with CEC guidelines, in the annual school calendar and display this clearly on the school website

## 3. DEFINITIONS

- SQA – Scottish Qualifications Authority
- CEC – City of Edinburgh Council

## 4. ACTIONS

### 4.1 Study Leave during the Prelim exam timetable

Study Leave during the prelim exam timetable will be at the discretion of the secondary head teacher.

### 4.2 Study Leave during the National exam timetable

In 2014 the SQA national exam timetable commences with the first examination on Tuesday 29 April and concludes with the final examination on Friday 6 June.

For pupils who are being presented for national examinations at National 1-4 level no formal study leave will be granted.

For pupils who are being presented for one, two or three National 5 qualifications, exam leave may be granted at the discretion of the secondary head teacher, the pupil should be granted 2 days for each examination.

For pupils who are sitting more than three National 5 qualifications, the pupil should be granted 2 days for each examination and should last no more than 15 school days exclusive of examination days, or 20 school days depending on whether exam leave has been granted for prelim examinations.

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## 5. RESPONSIBILITIES

- The Senior Education Manager (Quality and Curriculum) has overall responsibility for the review of this Guidance
- It is the Headteacher's responsibility to plan, implement, monitor and evaluate study leave during the national exam timetable in line with CEC guidelines.
- In line with the Promoting Attendance and Managing Absence Procedure, Appendix 1 (6) A *secondary head teacher may give "approved study leave" for pupils in classes S4, S5 and S6 who are preparing for certificate examinations. The number of days must not exceed twenty in any school year. Additional "approved study leave" may be given, subject to the approval of the Director of Children and Families. "Approved study leave" will be recorded as "present" on the pupil attendance register.*

## 6. ASSOCIATED DOCUMENTS

- SQA Examination Timetable 2014: [http://www.sqa.org.uk/files\\_ccc/ExamTimetable2014.pdf](http://www.sqa.org.uk/files_ccc/ExamTimetable2014.pdf)
- Scottish Government: A Guide for parents about school attendance (2010): <http://www.scotland.gov.uk/Publications/2009/12/04134640/2>
- City of Edinburgh Council: Attendance: Promoting Pupil Attendance and Managing Absence: Policy and Procedures: [https://orb.edinburgh.gov.uk/downloads/file/2321/attendance\\_promoting\\_attendance\\_and\\_managing\\_absence\\_policy](https://orb.edinburgh.gov.uk/downloads/file/2321/attendance_promoting_attendance_and_managing_absence_policy)

## 7. RECORD KEEPING

*When a procedure has been followed there are often outputs such as decisions made or occurred events that need to be recorded. These outputs are considered Council records. Please list all Records, including completed forms, generated by this procedure. For each record, list its title, location, responsible officer and minimum retention period.*

Record Title	Location	Responsible Officer	Minimum Retention Period

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