

20 June 2023

Dear Parents/Carers,

Attendance - Leave of Absence Requests

As we are approaching the summer break, we have already started to receive requests from parents for 'leave of absence' for the weeks before school closes.

Leave of absence is only agreed in very exceptional circumstances and is intended for emergencies such as a family bereavement. Children have 13 weeks holiday each year plus 5 inset days and we expect planned visits overseas to be made during that time.

If you intend taking your child out of school during term-time, you must complete a 'leave of absence' form in advance of the trip taking place. The forms are available from the school office and you must also provide a copy of your flight confirmation together with any documents supporting the reason for the trip. If you do not let the school know that you are taking your child out of school, this is considered a 'safeguarding concern'.

If leave is not authorised and you still decide to take your child out of school, a referral will be made to the Local Authority for the issue of a Penalty Notice.

Under Section 444 of the Education Act 1996, the Local Authority may issue a Penalty Notice to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are: for £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

Thank you for your support in this matter.

Yours sincerely



Mr C Marston
Head Teacher

