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## Leave of Absence Requests

Dear Parents/Carers

As a parent/carer, we ask that you avoid booking holidays or visits overseas during term time. If the absence is unavoidable, please complete the attached form and return it to the Head Teacher. All requests are considered and exceptional circumstances, if agreed, will be authorised.

Exceptional circumstances may include:

- the death or terminal illness of a person in the immediate family
- service personnel and other employees who cannot take leave outside term time at any point in the academic year. We work in partnership with the Armed Forces covenant and will agree military events/holidays as requested.

Family holidays are not generally considered to be an exceptional circumstance. You must make any requests for leave of absence in advance and you must be the parent the child normally lives with. It is important to give the Head Teacher as much information as possible when applying for a leave of absence.

## Unauthorised absence and Penalty Notices

From 19<sup>th</sup> August 2024, the government have issued new statutory guidance for all schools: a school should consider next steps once 10 sessions (5 school days) of unauthorised absence happens in a rolling period of 10 school weeks. Unauthorised absence means any absence from school which has not been agreed by the school or when parents have not provided any explanation. A school week means any week in which there is at least one school session and can be across school terms or academic years. This can be any form of unauthorised absence including arriving late after closure of the register and days of unauthorised absence which add up to 10 half days or 5 full days within a 10-week period. If you would like to discuss this further please contact the school office to make an appointment with me, although it should be noted that this decision is final and has been made in line with Department for Education and Local Authority guidance. Penalty notices do not apply for children under 5 years old, but they still need to attend school as they will miss crucial learning. Reception class is the foundation for learning!

Kind regards

*S Priestley*

Miss S Priestley  
Head Teacher

Love One Another As I Have Loved You' (John 15:12)

