

Dear Parent/Carers

LEAVE OF ABSENCE REQUEST

In 2013, the Government took away the right for Headteachers to authorise leave within term time *unless for very exceptional circumstances*. Schools are scrutinised and held accountable for any leave that is given as authorised. We also have a legal obligation to report our attendance to the Local Authority - Milton Keynes Council, Department for Education, Ofsted, our own Governing Board and Inspiring Futures through Learning Trust.

Whitehouse Primary School requires, in accordance with the law, for every child to attend school regularly. Regularly is defined as every day that the school is open. For this reason, we **actively discourage** pupils from taking leave within term time, unless for very exceptional circumstances. An exceptional circumstance will require as much supporting evidence as you are able to provide. Any request for leave longer than 5 days is considered excessive within term time. A leave of absence that is 20 days or more holds a risk of losing your school place altogether.

The school does understand that holidays can be cheaper in term time, but the long-term cost to students may be considerably more than any short-term financial savings. However, as well as holidays there are other reasons you may request a leave of absence for your child. Taking part in a sporting activity, external educational activity such as exams/ interviews or family event (e.g. close family wedding/ funeral, religious celebration, graduation, etc) with compassionate reasons will be considered on an individual basis. **In ALL cases, we need evidence of the event attached with the leave request. The request will be reviewed by the Headteacher with the documentation provided.**

Following the Supreme Court ruling, any leave of absence unauthorised for 5 days or more Whitehouse Primary School will refer parents/ carers (both parents with parental responsibility) to Milton Keynes Council for a Fixed Penalty Notice to be issued. This is £60 per child per parent. *The National Association of Headteachers define the fundamental principles of exceptional as rare, of significance, unavoidable and short. Please consider this when making your application. Please also be aware, that during the school year there are times when it is crucial that pupils are in school for assessment purposes. May and June are particularly important months in preparing for and administering assessments for pupils.*

Should you wish to proceed with your absence request **please complete the Leave of Absence Form overleaf and return it to the school office at least 3 weeks before the date of your request along with the evidence.** You will receive a letter sent home informing you of the decision made.

We are committed to working closely with parents/ carers in the best way to ensure as high a level of attendance as possible.

Yours Sincerely

Nicola Bartlett

Business Support Manager & Attendance Officer

**Whitehouse Primary School Leave of Absence Request
A separate application must be completed for each child**

CHILD'S DETAILS	
Full Name:	
Date of Birth:	Class:
Absence Date From:	Total Number of Days Requested:
Absence Date To:	

Please specify the reason for the absence below:

Whitehouse Primary School actively discourages leave within term time. Missed lessons means missed learning. Any unauthorised leave of 5 days or more will be referred to the Local Authority for action resulting in a Fixed Penalty Notice.

- Family Holiday*A family holiday may result in a Fixed Penalty Notice £60 per child per parent (please specify destination & supply the office with proof of holiday booking and outbound with inbound flights)*
- Religious Observation (please specify and attach evidence)
- Bereavement or Funeral (please specify relation, we may request evidence).....
- Educational Visit (please specify where and attach evidence)
- Sporting Activity (please specify where and attach evidence)
- Other (please specify reason and attach evidence)

Please use this box to provide us with any additional information - Whitehouse Primary School must receive as much supporting evidence as possible to give consideration to your request for leave of absence.

The information given in this form is accurate and will endeavour to inform Whitehouse Primary School of any changes to the details given at the earliest opportunity.

Signature of Parent/Guardian

Print Name

Date

OFFICE USE ONLY

Current attendance: % Register Codes:

The following amount of days are: Unauthorised
 Authorised(As exceptional circumstances)

Signed by Assistant Head/Head of School: Date:

Data Protection Statement

Please note that personal details supplied on this form will be held and / or computerised by Whitehouse Primary School for Education purposes only. The information will be disclosed and held by the Local Authority and the DfE (Department for Education). Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes. For full details on how we process personal information, please see our privacy notices which are posted on our website.