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Headteacher: Mrs Linda Kelly
www.whitehouseprimary.co.uk



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.

The school does understand that there can be many reasons to take a leave of absence, but the long-term cost to students may be significant. It is known to impact their learning and their social interactions. All requests 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 Assistant Headteacher with the documentation provided.**

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. *The National Association of Headteachers define the fundamental principles of exceptional as rare, significant, unavoidable and short*. Please consider this when making your application. An exceptional circumstance will require as much supporting evidence as you are able to provide. Any request for leave that is 5 days (10 sessions) or longer 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.

Following the Supreme Court ruling, any excessive leave within term time of 5 days or more (10 sessions over any given 12 week period), Whitehouse Primary School will refer parents/ carers (both adults with parental responsibility) to Milton Keynes Council for a Fixed Penalty Notice to be issued. This is £60 per child, per parent. 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 ParentMail 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

Jodie Price-Freeman

Business Support & Attendance Officer