



Friday 24th January 2020

Dear Parent/Carer

Request for a leave of absence during term time

We are writing regarding the issue of children being taken out of school during term time, as the number of days lost for this reason has risen considerably in both schools over the past 12 months.

Parents/Carers should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'. Further information relating to this may be found in the Schools' Attendance Policy located on each school website.

You may consider that the leave will be educational, however, your child will still miss out on the teaching and learning that their peers will receive whilst they are away from school. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and often arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

In future, if requesting a leave of absence, you will need to complete the Leave of Absence form setting out the reasons. The form should be completed by the parent with whom the child ordinarily resides and returned to the school at least seven days before the start of the leave. All requests must be made prior to the leave being taken. **Leave cannot be authorised retrospectively.** Copies of this form are available on the school website or in Reception and a copy is also attached to this letter. If the leave is not considered to be an 'exceptional circumstance', it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of an unauthorised leave of absence, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to EACH parent for EACH child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

We hope you will support our efforts to maintain good levels of attendance and attainment.

With best wishes

A handwritten signature in black ink that reads 'K. James'.

Katie James
CKIS Head Teacher

A handwritten signature in black ink that reads 'L. Pajak'.

Lee Pajak
CKJS Executive Head Teacher