



20th October 2022/ 24 Rabi Al Awwal

Assalaamu Alaikum – ‘Peace be upon you’

Dear Parent/Carer,

Requests for Leave of Absence

I am writing to advise you about the school’s policy for dealing with requests for leave of absence during term time.

We promise to provide your child an opportunity to achieve outstanding educational outcomes. This can only be achieved if you support the school by ensuring that your child attends regularly and punctually. Missing school for any reason will deprive your child of educational opportunities and impact adversely on their progress at school.

With effect from September 2013, the Government has abolished the previous right of the Principal / Headteacher to authorise absence specifically for holidays of up to 10 days per year, if special circumstances exist. Instead, the Principal / Headteacher is now legally **only** allowed to grant leave of absence for any reason, where an **advance application** has been made by the parent / carer and the Principal / Headteacher considers that there are **exceptional circumstances** relating to the application.

The effect of this change means that the Government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

If exceptional circumstances require you to request leave of absence, please complete and return the ‘Leave of Absence From School During Term Time Form’, where possible, at least 4 weeks before the start of the proposed absence.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission, they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority. In some cases, the Governing Body may consider removing your child from the School Roll.

Yours faithfully,

Mr A Hussain
Principal

