

Dear Parents/Carers,

School absences

Government legislation regarding taking holidays during term time states that **schools are not able to authorise absence for family holidays.**

Middleton Primary School strives for each pupil's attendance, as well as the whole school's attendance, to be 100%. Each pupil's attendance will be closely monitored through a variety of intervention strategies when it falls.

Therefore, we actively **discourage** pupils from taking holiday leave during term-time and all holiday requests will be **unauthorised**. Whilst the school fully understands that holidays can be cheaper during term-time, the long term cost to pupils may well be considerably greater than any short term financial savings. However, as well as holiday there are other reasons why you may request a leave of absence for your child and therefore taking part in a sporting activity, family events (e.g. close family weddings, religious celebrations, graduations etc.) and compassionate reasons will be considered on an individual basis and one day may be authorised. In **all** cases, we will need evidence of the event attached with the leave of absence request. If this is not provided the absence will be unauthorised.

Your son/daughter will be taking external tests in Year 6, these tests take place during May. The school does not have the power to reschedule external tests missed due to absence. Failure to complete a public test could determine to your son/daughter's future grade.

Milton Keynes Council have updated their Term Time Holiday policy. Middleton will refer parents/carers to the Local Authority to action (Penalty Notice fine) for any unauthorised absences of 10 sessions (5 days) over a 10 week period.

If you wish to proceed with your absence request, please complete the Leave of Absence Request form overleaf and return it to the school office at least 10 school days before the date of your request. You will then receive an email informing you of the decision made.

Yours sincerely,



Rachel Roberts
Headteacher



LEAVE OF ABSENCE REQUEST

Government Legislation states schools do not authorise absence for family holidays/events during term time.

I request permission for the child(ren) named below to have a leave of absence from school.

Name of Child(ren):

Class:

Please specify the reason for the absence below:

Please attach evidence for weddings, sporting activities and special occasions showing the date of the event. This is for consideration only and does not guarantee the absence will be authorised. **If there is no supporting documentation the absence will not be authorised.**

Family Holiday (Please specify where and why this must be taken in term time & **attach evidence**):

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Sporting Activity (Please specify & **attach evidence**):

Other (Please specify & **attach evidence**):.....

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Dates: From..... To: Total days of school to be missed:

Email address of parent/carer.....

Signature of Parent/Carer..... Date.....

For office use only:

Pupil(s) % attendance this year: Cumulative total of unauthorised absences this year:

Unauthorised absence over last 10 weeks:

FPN fines over last 3 years:

Other information:

Confirmation: This request has been: Authorised Unauthorised

Headteacher signature: Date:

Parents contacted by email with decision:

Date: Time: Comments: