



Manor Farm Community Junior School Leave of Absence Statement

At Manor Farm we place great importance on all our children attending regularly and on time. Attendance at our school compares very well with national averages and we work very hard to keep this figure high.

Parents are strongly discouraged from taking their children on holiday during term time, as any absences will affect a pupil's coverage of the Curriculum. If parents view a planned absence as unavoidable, a leave of absence form (available on our school website under 'Policies and Information' or from the school office) and accompanying letter stating the dates involved and an explanation of the need should be sent to the Headteacher. In exceptional circumstances the Headteacher may authorise absence, but this is purely at the school's discretion and will take into account the child's educational needs and previous absence.

Please remember:

- If your child is absent from school (or is persistently late) this will affect the academic progress they make.
- The legal responsibility for ensuring your child attends school rests with YOU, the parent(s).
- Local authorities can and will take action against those parents who are failing in this duty.
- Taking holidays within school term is unauthorised and will be recorded and count toward the schools Ofsted results.
- Parents should bear in mind that all unauthorised absences accumulate and stay on the child's record for their entire school career.

Recent changes to legislation make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If your child is absent from school because of a holiday that has not been agreed, this will be classified as unauthorised and it is possible that you may be fined or have legal action taken against you.

We know that you want the best education for your child and by supporting us in our policy and taking family holidays during designated holiday periods, you are in turn supporting your child's learning and development.