

Bransty Primary School
Mona Road
Bransty
CA28 6EG



Telephone: 01946 63590

Email: admin@bransty.cumbria.sch.uk

Headteacher: Mrs Joanne Fearon

Dear Parents/Carers,

Requesting term time absence from School

As you may know, 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 Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of under achievement for your child.

If you wish to request a leave of absence, please complete the form on the reverse of this letter. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

All leave of absence requests must be completed on the attached form, letters or emails will no longer be accepted. This should be returned to the school at least 7 days before the start of the leave of absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be taken into account: -

- Reasons given for the request of leave
- Any leave of absences taken in previous or the current academic year.
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests).
- Whether your child is making good progress.

I hope you will support our efforts as we continue to raise attendance and attainment for your child at our school.

Yours faithfully

Kara Walker and Amy Leigh Storey
Attendance Officers
Bransty Primary School