

MMPS Term Time Leave of Absence Policy

The School does not normally authorise absence in term-time and strongly discourages parents/carers from making such requests.

Each request for term-time absence will be considered on an individual basis and is normally only granted if **exceptional** circumstances apply. Parents/carers should be aware of the following possible restrictions:

- Leave of absence will not normally be authorised if the pupil's attendance is low.
- Leave of absence will not normally be authorised for pupils in Year 6.
- Leave of absence will not normally be authorised for any pupils during the school assessment periods and the SATs examination week in May.

Parents/carers are expected to adhere to the procedure outlined below when submitting requests for leave of absence:

- Absence will always be classified as unauthorised if a leave of absence has not been **agreed in advance**. Requests must be received by the Head Teacher **before any bookings are made**, and at least two weeks (during term time) before the absence.
- Absence will always be classified as unauthorised if the absence has not been agreed in advance. **All unauthorised absences will incur a daily fine of £50 per pupil. Pupils will not be allowed back in school until this money is paid in full.**
- If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove his/her name from the register. All absence over the number of days requested will be classed as unauthorised and will incur a fine.
- You may re-apply for a place at the school for your son/daughter. However, her application will be treated as a new applicant, and there is no guarantee of a place.

Please note: It is the responsibility of parents/carers to ensure their child catches up on missed learning/class work. Class teachers will not provide work for term-time leave.

A term time leave of absence request form can be obtained from the school office and must be submitted before any bookings are made.