



## WEBSITE FAQs

### Term Time Leave and Attendance – Frequently Asked Questions

#### **What are the school's expectations regarding attendance?**

Manchester Muslim Preparatory School expects all pupils to attend school regularly and punctually. Regular attendance is essential to pupils' learning, wellbeing and safeguarding. Parents have a legal responsibility to ensure that their child attends school every day the school is open, except in very limited circumstances.

#### **Can leave of absence be authorised during term time?**

Leave of absence during term time may only be authorised in exceptional circumstances. This reflects statutory Department for Education guidance, which applies to independent schools.

#### **Are holidays considered an exceptional circumstance?**

No. Holidays, family trips, extended travel or absence taken for reasons of convenience or cost are not considered exceptional circumstances and will not be authorised.

#### **What does the school mean by “exceptional circumstances”?**

Exceptional circumstances are rare, serious and unavoidable situations, such as significant emergencies. There is no entitlement to term time leave. Each request is considered individually by the Headteacher.

#### **Why does the school take a firm approach to attendance and term time leave?**

Regular attendance is closely linked to pupils' academic progress, routines and wellbeing, particularly in primary education. Attendance is also a key safeguarding indicator. This approach reflects statutory guidance, educational research and inspection expectations.

#### **What happens if term time leave is taken without authorisation?**

Any term time leave taken without prior written authorisation from the Headteacher will be recorded as unauthorised absence in the school attendance register.

#### **Are fines issued for unauthorised term time leave?**

Yes. In line with the school's Attendance Policy, unauthorised term time leave may result in a fine of £50 per unauthorised day.

#### **How do parents request absence during term time?**

The school no longer uses a term time leave of absence request form. Any request relating to absence during term time must be made by email to the school office, for the attention of the Headteacher, in advance.



### **Does submitting a request guarantee approval?**

No. Submitting a request does not mean that permission will be granted. Parents should not make any travel or accommodation bookings unless written authorisation has been received.

### **Where can parents find the school's formal position on attendance?**

The school's Attendance Policy is published on the website. Parents are expected to be familiar with the policy and to work in partnership with the school to support good attendance.

## **ATTENDANCE EXPECTATIONS STATEMENT**

### **Attendance Expectations for Parents and Carers**

Manchester Muslim Preparatory School places a strong emphasis on regular attendance as a foundation for pupils' learning, wellbeing and safeguarding. High attendance is a shared responsibility between parents and the school.

Parents are legally responsible for ensuring that their child attends school every day the school is open, except in very limited and clearly defined circumstances. Absence from school should be avoided wherever possible.

Leave of absence during term time may only be authorised in exceptional circumstances. Exceptional circumstances are rare, serious and unavoidable situations, such as significant emergencies. Holidays, family trips or travel taken for reasons of convenience or cost are not considered exceptional circumstances.

There is no entitlement to term time leave. Any request must be made in advance and is considered at the Headteacher's discretion. Parents should not make any travel or accommodation bookings unless written authorisation has been received.

Any term time leave taken without prior authorisation will be recorded as unauthorised absence. In line with the school's Attendance Policy, unauthorised term time leave may result in a fine of £50 per unauthorised day.

The school no longer operates a term time leave of absence request form. Any request relating to absence during term time must be made by email to the school office, for the attention of the Headteacher.

Regular attendance supports pupils' academic progress, emotional wellbeing and social development and is a key safeguarding consideration. The school works in partnership with parents to promote good attendance and to address barriers where they arise.

The full Attendance Policy is available on the school website and parents are expected to be familiar with its contents.