Maryport Church of England Primary School

Camp Road, MARYPORT, Cumbria, CA15 6JN

Telephone: 01900 812299

Email: admin@maryport.cumbria.sch.uk

Headteacher Mrs J Ormond

‘Learn, achieve, shine’

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Updated statutory guidance ‘Working together To Improve School Attendance’, August 2024 states very clearly that term time holidays are not to be authorised. The guidance does allow a Head Teacher 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. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid.

Please inform us of any planned term time leave of absence by completing the form below. If the holiday 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**.

Cumberland Council will consider a penalty notice when a child has missed 10 sessions (5 days) of unauthorised absence. For a first penalty notice issued to a parent in respect of a particular pupil, it will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. Please note that the penalty notice is per parent, per child.

All planned absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 7 days before the start of the absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Mrs J Ormond

Head Teacher

Pupil Name ............................................................. Class ...................................

Date of first day of absence ......................am or pm Date of return to school ......................am or pm

Number of school days that your child will be absent from school ……………

Please detail the exceptional circumstance for which you are requesting leave of absence

***I understand that if the absence is unauthorised the Local Authority may issue a Penalty Notice.* For a first penalty notice issued to a parent in respect of a particular pupil, it will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. Please note that the penalty notice is per parent, per child.**

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Ms Forename............................................ Surname .......................................................

Dr/Mr/Mrs/Ms Forename............................................ Surname .......................................................

Signed .................................................................................... Dated ....................................................

(Please ensure you are giving at least 2 weeks notice of the proposed absence, retrospective applications cannot be authorised)

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For school to complete:

Child’s name –

AUTHORISED UNAUTHORISED

Their attendance is currently:…………… Number of previous unauthorised absence …………………