



Ryders Green Primary School

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Head Teacher: Miss L Blackmore
♦ Ba (Hons) ♦ QTS ♦ Pg Cert ♦ AST

Our Ref: PSA/AB
Date: JANUARY 2017

Dear Parent/Carer

Leave of absence

All leave of absence requests whether it is one day, two days, a week or longer need an 'unauthorised leave of absence' form completing with myself. Therefore if you require leave of absence please contact me to make a convenient appointment.

Parents/carers cannot demand a leave of absence as an automatic right – since September 2013 we no longer authorise '10 days' absence. If you are requesting 'unauthorised leave of absence' I will need to see flight tickets so that we can check your departure and return dates. Any requests that that are for more than 10 school days will mean that your child will lose their place at Ryders Green Primary School.

School calendars are available from the school office, please check to make sure that any holiday plans or visits do not coincide with our term dates. Please, please put your child's education FIRST. Our school vision is to make the most of every child's one chance at Primary school, therefore we need to work together to ensure you're your child attends school every day possible.

All completed unauthorised leave of absence requests are sent to the Attendance and Prosecution Service for further action. If you have any questions about this matter, please do not hesitate to contact me.

DID YOU KNOW?

Children spend only 190 days out of 365 in school. Therefore you have 175 days to enjoy shopping trips, birthday celebrations, trips to visit relatives/friends and holidays. Children who lose time from school do not always do as well as they could. There is never a good time to take children out of school completely due to important assessments, enrichment opportunities, transition through key stages and when they are moving from Primary to Secondary. Unfortunately, it is not always true that your child will catch up. Lessons they miss are not repeated at a later date.