29/11/2023

Dear Parent/Carer

Firstly, I want to say how grateful we are for the support from most of our parents. We have over 306 pupils that currently have 96% attendance or above which is fantastic, you are giving your children the best chance of success.

Unfortunately, we are still getting a lot of requests for leave abroad in term time. Please can I remind you of the Leeds City Council policy regarding term time extended leave. PARENTS DO NOT have automatic right to take their child/ren out of school for holidays/extended leave during term time. We cannot stress enough how full attendance throughout school is vital for your child's educational, social and emotional progress.

There are 13 weeks when school is closed across the year when you can go abroad, please plan carefully. I know it's more expensive and families from overseas can be quite demanding on you, but you cannot put a price on your child's education. We have long waiting lists for Greenmount and other schools in the area have waiting lists too.

If you are taking leave abroad, we will need to know, where you are going, how long for, reasons and also evidence of flight tickets. If deemed necessary and depending on length of absence we may also need to video call while on leave.

If parents still decide to take their child out of school for a leave of absence when some or all of the request has been declined, then the absence will be coded as unauthorised. This will lead to the Local Authority issuing a Fixed Penalty Notice of £60 per parent per child which is £120.00 per child.

Unauthorsed leave can also result in a referral being made to the Children Missing Education Team (CME) if the leave request is unauthorised or if a child has not returned on an agreed date. This can result in the child losing their school place.

All our procedures are put in place to safeguard the children. If you have any queries, you can talk to me, Mrs Benatmane or Mrs Khattun.

With Regards

Mrs Dixon
Head Teacher

An Adventure in Learning

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