



Manningtree High School

Headteacher: S.J.Morris BSc(Hons) ARCS

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Ref: Head/LDG2017

February 2017

Dear Parents and Carers

Term time is for Education: Attendance does matter!

All the schools listed on the following page, have agreed that they will be consistently following the Missing Education and Child Employment Service - Guidance for all Essex Schools and Academies, when making decisions about leave of absence requests.

These regulations make clear that 'exceptional circumstances' must exist before any leave of absence may be authorised by a school. The fundamental principles for defining 'exceptional' are rare, unavoidable, significant and short.

Parents applying for leave of absence during term time, including requests for a family holiday in exceptional circumstances, will need to complete a formal application in advance. We have to advise you that these leave of absence requests will rarely be authorised.

Families have 175 days a year to spend time together. If an event can reasonably be scheduled outside of term time, then it would not be normal to authorise absence. Absence resulting from parents wilfully removing their children from school, for example for a family holiday, without prior consent from the school, will be recorded as 'Unauthorised'.

Parents do not have the right, or the entitlement, to take their child out of school for a holiday. If your Holiday Request is not granted and you still take your child out of school, the Local Authority may issue a Penalty Notice following a referral from the school: this is a fine for each parent, of each child.

This is not a step that any school will take lightly, as we value our positive relationships with all parents; however we all agree that absence affects progress and the best attendance leads to the best achievement.

As a group of schools, we want to be consistent in our responses and to encourage and support the highest possible attendance for every child.

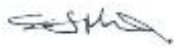
Our Leave of Absence Request Form includes 'Children in the Family who Attend Other Schools': this will help us be consistent.



Ardleigh: St. Mary's Primary School
Bradfield Primary School
Dedham Primary School
Great Bromley: St. George's C of E Primary School
Great Oakley: All Saints Primary School
Highfields Primary School
Lawford C of E Primary School
Manningtree High School
Mistley Norman Primary School
Wix and Wrabness Primary School

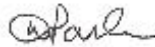
Should you have any questions regarding our policy, please contact the individual school or the Missing Education and Child Employment Service on their helpline number: 0333 013 9983, or via email: ME&CE.NE@essex.gov.uk

Yours sincerely



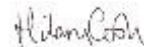
Mrs S Morris

Manningtree High School



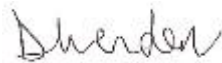
Ms D Parker

St Mary's Primary School



Mrs H Cook

Highfields Primary School



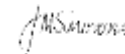
Mrs D Wenden

Lawford C of E Primary School



Mrs M Luck-Davies

Bradfield Primary School



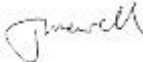
Mrs J Simmons

All Saints Primary School



Mr J Aylott

Dedham C of E Primary School



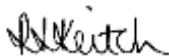
Mr J Newell

Wix & Wrabness Primary School



Mrs K Jones

Mistley Norman Primary School



Mrs R Keitch

St Georges C of E Primary School

