Mundesley Infant and Junior School

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Dear Parents/Carers,

Leave of Absence Requests

Regular attendance is essential for your child's academic progress and overall success at school. Therefore, we would like to remind you of our procedures regarding leave of absence requests and notifications for any absences.

If you intend to take your child out of school during term time, you must complete a **Leave of Absence Request Form** and return it to the school office. This allows the school to accurately record and monitor attendance, ensure compliance with educational regulations, and assess the potential impact on your child's education.

Key Points:

- **Advance Notice:** Leave of absence requests must be made in advance. If no prior request is submitted, the absence will be recorded as unauthorised. Headteachers cannot authorise absences retrospectively.
- **Sickness Absences** : For sickness-related absences you must inform the school by 9:20am on the day of absence. Failure to do so will result in the absence being recorded as unauthorised. Please notify the school office by phone or email, providing details of the reason for absence.
- **Medical Appointments:** If your child needs to attend a medical appointment during school hours, we ask that you provide advance notice and evidence of the appointment confirmation.
- **Exceptional Circumstances:** Holidays, family occasions such as weddings or funerals, or other absences that fall during term time require a completed Leave of Absence Request Form. In line with Norfolk County Council attendance guidelines, headteachers can only grant leave in exceptional circumstances. Submission does not guarantee that the absence will be authorised. Please see our attendance policy for further information which can found here.

We appreciate your cooperation in adhering to these policies, which aim to support your child's education and meet the requirements of the Norfolk County Council Attendance Guidelines and Government attendance regulations.

If you have any questions or require a Leave of Absence Request Form, please contact the school office.

Thank you for your understanding and support.

Yours sincerely,
Sophie Bugg
Head of Schools - MIJS