



Moat Farm Infant and Nursery School

and Lavender Farm Nursery

Headteacher: Mrs. D. Walker

Lavender Farm Nursery Manager: Mrs S. Stevens



Brookfields Road

Oldbury

West Midlands

B68 9QR

Tel: 0121 552 1885

Monday 13th September 2021

Leave of absence

Dear Parents,

Please may I remind all parents of our attendance policy and guidelines in particular section 7 relating to leave of absence from school. This policy can also be found on our school website under “school polices, attendance”.

Request for Leave of Absence for Children

All completed forms should be received at least 10 working days before the date of the leave. A Leave of Absence form can be collected from the school office or alternately you can ask the class teacher for a form. The completed forms can be handed back to the class teacher or the school office.

We do not authorise absences in school time for holidays, visiting sick relatives, attending sporting or other events, birthdays, shopping etc. In line with legislation we will refer unauthorised leave of absence of 5 days or more to the Attendance and Prosecution Service. Such a referral may lead to a fixed penalty notice being issued.

Please be advised that parents who fail to ensure their child’s regular attendance can be fined £120 (per parent, per child). Moat Farm Infant and Nursery School do not authorise holidays in term time. The Guidelines for the Governing Body approval/disapproval can be found in School Attendance – Guidance for Maintained Schools’ booklet, (www.gov.uk/government/publications/school-attendance)”.

The Headteacher has the power to authorise the absence in exceptional circumstances

May I also remind parents that we require copies of ANY bookings if a booking has been made prior to requesting leave. If this is not received your form will be returned to you requesting a copy and therefore will delay our response to you.

Thank you in advance for your cooperation in this matter.

Yours sincerely,

Mrs D. Walker
Headteacher

