



## Mount Pleasant Junior School

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Headteacher: Mrs E Kerrigan-Draper BEd (Hons)NPQH

Dear Parents,

### **LEAVE OF ABSENCE FROM SCHOOL**

Parents, carers or guardians have a legal responsibility to ensure attendance in school and are strongly advised to avoid disrupting their child's education by taking them out of school during term time.

Schools no longer grant approval for leave of absence in term time, unless there are exceptional circumstances.

If your child is going to be, absent for any reason, an application form must be completed and submitted for the head teacher's consideration **at least 3 weeks prior** to the start of the absence and before travel plans have been made. Forms are available from the office.

We remind you that term time holidays or absences that are taken without authorisation will result in a fixed penalty notice of £60 per parent, per child, if paid within 21 days; or £120 per parent, per child if paid within 28 days, failure to pay may result in prosecution.

Yours sincerely

Mrs Emma Kerrigan-Draper  
Headteacher

