

"We are committed to inclusion and ensuring  
no child or family is left behind."



July 2019

**Abraham Moss Community School**

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Dear Parent/Carer

### Advance Notice re Attendance

Please be advised that the following will apply to your child as from 5<sup>th</sup> September 2019.

All schools share the Government's determination to raise levels of pupil attendance, punctuality, achievement and attainment in order to ensure the best possible start in life for our children. Our school's attendance target is 97%.

Parents and guardians have a legal duty to ensure their child attends regularly; any parent or guardian failing to ensure their child/children attend school regularly is breaking the law and ultimately may face prosecution in the courts.

Pupils with excellent attendance make the most academic progress, they also make better social, emotional and personal development which enables them to make a seamless transition from one phase of education to the next, and finally into employment.

A Medical Certificate from a doctor will be required to authorise any absence of medical nature, including illness. If you are advised not to attend a doctor in case of infectious diseases you are required to inform the school and a home visit will be completed. Absence will be unauthorised if you are not present at home during the visit. **Any other leave of absence from school has to be requested in advance** (request form is available in School Reception), however these will only be authorised in exceptional circumstances. Exceptional circumstances are rare, significant, unavoidable and short. Please see further advice on leave of absence in exceptional circumstances overleaf.

Support and guidance regarding your child's attendance is available from school or the Local Authority, however should you have any specific queries in relation to this letter, please contact your child's Pastoral Manager on 0161 219 6699 for Secondary Phase pupils or the Primary School Attendance Officer on 0161 219 6621 for Primary Phase pupils.

Yours faithfully

**MISS G HOUGHTON**  
Headteacher



### **Leave of absence in exceptional circumstances:**

The authorisation of absence from school during term time can only be given by the Headteacher and must be done before removing children from school. Extended leave cannot be authorised retrospectively. This means you cannot take your child out of school and inform us of this after you have done so.

**Please note that we will NOT AUTHORISE any requests to countries that the Foreign & Commonwealth Office advises against travelling to due to high risk. We are required to inform other agencies if we are aware you are travelling into such countries with your children.**

### **Extended Leave Request – Death / Imminent Death**

Extended leave will only be granted in extenuating circumstances such as the death, or imminent death of a member of the immediate family. Whilst we are sympathetic regarding relatives that suffer with long-term ill health, or who have had operations and/or medical procedures, we are not in a position to grant authorisation for extended leave. Authorisation will not be given to families who wish to go and visit sick relatives; this can be done during one of the many holiday periods pupils are given. Whilst this may seem harsh, this is what the law states and the school will not deviate from the law.

### **Extended Leave Request – Religious Celebrations / Religious Pilgrimage**

Religious observance will be authorised for 1 day only at any one time, this will be any day exclusively set apart for religious observance by the religious body to which a parent belongs.

All religious pilgrimages can be performed as adults and do not have to be carried out as a child, therefore requests for extended leave for religious pilgrimages will not be authorised.

### **When considering exceptional term time leave requests, the following factors may help to reach a decision:**

- Evidence provided (no request will be authorised unless supported by evidence)
- Copy of your flight booking including the date of booking clearly visible
- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional Term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child
- Whether it falls within any key stage national tests or exams;

### **Examples of circumstances NOT considered as exceptional:**

- Holidays abroad for the purpose of visiting a sick relative, except where that person is seriously ill. Medical evidence issued by the hospital has to be provided.
- Holidays taken in term time due to lower cost/parental work commitments, to visit places of worship abroad (this does not qualify as leave due to religious observance).
- Weddings and memorials.
- Renewals of Visas/Passports/ID cards that can be renewed in UK through an embassy or that have expired a while ago.

### **Child Benefit**

Parents and guardians who are in receipt of Child Benefit receive this payment to assist them in meeting the costs of their child's education. If a child is removed from education for extended periods of time, parents and guardians are required to inform HMRC and the payment of Child Benefit may be stopped or reduced accordingly.