

2nd November 2023

RE: School attendance requests for absence during term time

Dear Parents/carers

Regular School Attendance and Parent's Legal Responsibilities

At Aurora Meldreth Manor School, our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Aurora Meldreth Manor School who meets that criteria, will be referred to the Local Authority for action to be considered. Fines are no longer in place for absences instead parents can be prosecuted under the Education Act 1996 S444.

To support parents and carers with attendance concerns the school will:

- Track attendance and aim to make early interventions by meeting with parents/carers to discuss concerns.
- Work with multi-disciplinary teams to be support in place for children struggling to attend school

Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Requests for leave forms can be requested from school admin natalie.pelatt@the-aurora-group.com

Aurora Meldreth Manor School
Fenny Lane
Meldreth
Royston
SG8 6LG

01763 268000

meldreth.manor@the-aurora-group.com

www.theauroragroup.co.uk/meldrethmanorschool

 AuroraGroupUK

 The_AuroraGroup

 The Aurora-Group

Absence requests for Holiday

We acknowledge that each family's circumstances are different however we are dedicated to the education of all our pupils and believe regular attendance throughout the year is essential for every child to achieve their academic and individual potential and would advise against children taking holidays during term time. We are regularly challenged by the Local Authority regarding absence. Please be advised that there is a significant financial outlay from the Local Authority to send your child to our specialist school, and your child's attendance will be monitored by the Local Authority, and this could impact on their placement here at Aurora Meldreth Manor School. However, if you still decide to take your child on holiday, you understand that your child will be marked for the period of their holiday absence as 'Unauthorised'.

Thank you for your support in this matter and please contact me with any queries.

Yours sincerely

Emily Willis






Head of School

Aurora Meldreth Manor School
Fenny Lane
Meldreth
Royston
SG8 6LG

01763 268000

meldreth.manor@the-aurora-group.com

www.theauroragroup.co.uk/meldrethmanorschool

 AuroraGroupUK
 The_AuroraGroup
 The Aurora-Group

Registered address: Aurora Care & Education Opco Ltd,
Unit 13, Twigworth Court Business Centre, Tewkesbury
Rd, Gloucester GL2 9PG
Company No. 9768784

