



# OAKGROVE SCHOOL

Chair of Governors: Daniel Hewett BSc; ARCS; MInstP; MBA; MCIM  
Secondary & All-through Headteacher: Ian Tett BSc; CGeog; PQSI; NPQH  
Primary & Nursery Headteacher: Mark Sim BA; PGCE; MBA

[www.oakgrove.school](http://www.oakgrove.school)

Dear Parents/Carers,

## Leave of Absence Request

Government legislation regarding taking holidays during term time states that **schools are not able to authorise absence for family holidays.**

Oakgrove School requires every child to attend school regularly, every day the school is open. Therefore, we actively **discourage** students from taking holiday leave during term-time. Unless there are exceptional circumstances which will require evidence all holiday leave is **unauthorised**.

Whilst the school fully understands that holidays can be cheaper during term-time, the long term cost to students may well be considerably greater than any short term financial savings. However, as well as holiday there are other reasons why you may request a leave of absence for your child and therefore taking part in a sporting activity, family events (e.g. close family weddings/funerals, religious celebrations, graduations etc.) and compassionate reasons will be considered on an individual basis and may be authorised. **In all cases, we will need evidence of the event attached with the leave of absence request. If this is not provided the absence will be unauthorised.**

Your son/daughter may be taking external public examinations in Years 10, 11 and 13. External examination timetables are published only a couple of months prior to an examination period, therefore we cannot guarantee that a proposed absence will not coincide with a public examination. The school does not have the power to reschedule external examinations missed due to absence. In-line with the school Charging Policy, a financial contribution may be required to cover the cost of any unauthorised missed external examinations. Failure to complete a public exam could be detrimental to your son/daughter's future grade.

Following the Supreme Court ruling, Milton Keynes Council has updated its Term Time Holidays policy. From September 2017, Oakgrove School will refer parents/carers to the local authority for action (Fixed Penalty Fine) if children are taken out of school to go on holiday for **five** consecutive days or more during term time.

If you wish to proceed with your absence request, please complete the Leave of Absence Request form overleaf and return it to Student Services at least 3 weeks before the date of your request attaching any required evidence. You will then receive an email informing you of the decision made.

Yours sincerely,

Ian Tett  
Headteacher

Primary & Nursery: Atlas Way, Oakgrove, Milton Keynes MK10 9SG T: 01908 545300 (option 5) E: [primary@oakgrove.school](mailto:primary@oakgrove.school)  
Secondary & All-through: Venturer Gate, Middleton, Milton Keynes MK10 9JQ T: 01908 545300 (option 6) E: [oakgrove@oakgrove.school](mailto:oakgrove@oakgrove.school)





# LEAVE OF ABSENCE REQUEST

Owing to Government Legislation schools are not able to authorise absence for family holidays during term time.

I request permission for the student(s) named below to have a leave of absence from school.

Name of Student(s):.....

Year and Tutor/Class Group(s):.....

**Please specify the reason for the absence below:**

Please attach **evidence** where possible for weddings/funerals, sporting activities and special occasions showing the date of the event.

- Family Holiday (Please specify where):.....
- Educational Visit (Please specify & attach **evidence**):.....
- Sporting Activity (Please specify & attach **evidence**):.....
- Other (Please specify & attach **evidence**):.....

**If evidence is not attached the leave will not be authorised.**

**Dates:** From..... To: .....

Signature of Parent/Carer..... Date.....

**For office use only:**

Student(s) attendance record this year:                      No. day's absence.....

Other information:.....

.....

Confirmation: This request has been:                      Authorised                       Unauthorised

SLT signature:.....                      Date:.....

**Parents contacted by email with decision:**

Date:.....                      Time:.....                      Comments:.....

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