

Nursery Request for Leave of Absence

Every day your child spends at nursery is important and therefore it is essential that children attend regularly and are punctual. As children in nursery are not of compulsory school age, the school is able to authorise holiday leave of up to 10 nursery sessions in any one school year. However, when considering any requests for absence we always take into account a child's pattern of attendance and ask parents to consider how their child will settle back into nursery if they miss a number of sessions due to holiday.

Please note that once your child is school age we will be unable to authorise any holiday leave at all and the school is only able to authorise leave of absence for **exceptional circumstances**. The following advice has been given to all schools regarding this which we thought you might find it helpful to have in advance of your child starting school:

"The Secretary of State for Education has removed the discretion of headteachers to grant up to ten days leave in term time for holidays. Henceforth, all holidays will be marked as unauthorised and could be subject to a fine of up to £60 if paid in 21 days or £120 if paid in 28 days - these time scales have also changed. Parents are still allowed to take their children out of school for **'exceptional circumstances'** such as weddings, overseas funerals and other family events which are not deemed to be 'holidays' at the discretion of the headteacher. The Milton Keynes Code of Conduct has been updated to reflect the new arrangements and now states that a fine can be incurred if a child is removed from school for ten unauthorised sessions (five days)."

If you would like to request leave of absence from nursery for your child please complete the form below:

Child's name:	Class:
<i>(Please complete this section with the reason for exceptional circumstance absence).</i>	Dates of requested leave:
	From: _____
	To: _____
	Total number of nursery sessions: <input type="text"/>

Signed: _____ Parent/Guardian Date: _____

For Office Use Only: Register Code: Sims: Copy: Initials:

Number of days absence in this school year: <input type="text"/>	
Date application was received: _____	Authorised - YES / NO / IN PART
Signed (Headteacher): _____	

(A copy of the completed form will be returned to you indicating whether the absence has been authorised or not.)