

11.10.19

Dear Parent/Guardian,

I am proud to announce that our recent SAT results are some of the best in Slough. These excellent results are a reflection on both the quality of teaching and learning that is taking place at the school and the genuine potential of our children.

I am, however, disappointed to write that we continue to struggle with a highly disproportionate number of children being out of school on unauthorised leave, specifically for holidays. Leave of absence in term time interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption to classes.

I am writing to all parents to remind them of the school's attendance policy in regards to unauthorised holiday leave. This is also available on the school website.

#### Leave of Absence

Parent's/Guardians **MUST** complete a "Leave of Absence" form at least one month in advance, requesting time off and fully explaining the circumstances with **PLANNED** dates of the journey. This form is available from the school office. The Head teacher will return his/her decision in writing usually within a few days.

Government legislation introduced in September 2013 states that Headteachers can no longer authorise leave of absence during term time. Extenuating and very exceptional circumstances may be considered and permitted at the discretion of the Head teacher. If there are extenuating circumstance, evidence (i.e. medical certificate, death certificate, flight booking with booking / rebooking date and tickets) needs to be submitted ideally before the leave is taken or within 5 days upon return.

If the Headteacher, does not authorise the leave of absence but the child is absent during the requested time, the following consequences may occur:

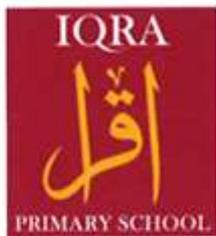
- i) Parents receive a fixed penalty notice issued by the Local Authority. Fines must now be paid as £60 per parent per child within 21 days or £120 per parent/per child within 28 days. A fine may be issued, by the Local Authority, if a child has accumulated 5 days of unauthorised absence in a 12-week period. For unauthorised holiday leave no warning is required. (Failure to pay a fixed penalty notice will lead to legal action)

Advice may be sought from the Attendance Service at Slough borough Council if deemed necessary. For further information, Slough Borough Council Attendance Guide for Parents is available on:

<http://www.slough.gov.uk/schools-and-learning/school-attendance.aspx>

- ii) A child losing their place – Parents would then be responsible for reapplying for a school place, with the local council, with no guarantee of a place back at the same school.

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Head Teacher  
Dr M Maher

Iqra school believes in encouraging regular attendance with the aim of helping our pupils maintain this attitude throughout their school and work life. It also goes without saying that parental input is an essential ingredient to our and your child's progress and success. Please support us in ensuring your child is present so that they can embrace all opportunities that the school has to offer.

Yours sincerely

Dr Mineza Maher  
**Headteacher**

