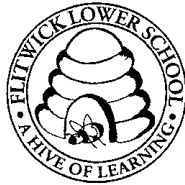


FLITWICK LOWER SCHOOL

Temple Way Flitwick Bedford MK45 1LU
www.flitwick-lower-school.net

Telephone No: 01525 755444
Fax No: 01525 755446
Email: flitwick@cbc.beds.sch.uk



Headteacher:
Mrs Joanna New

Absences from School taken for Family Holidays

During term time we have requests from parents/carers to take children out of school in order to take family holidays. Whilst we are aware that the cost of taking a holiday in term time is much cheaper than taking it in the holiday time, we do try to discourage children missing school and cost alone is not an acceptable reason.

All absences are logged onto the Attendance Register in the school office and are regularly checked by the Educational Welfare Officer who will discuss with the Headteacher any child who misses significant time in school. Following a recent visit by the EWO we have been advised that we should not authorise any holiday taken in term time unless there are exceptional circumstances.

We do understand that some parents have jobs where they may find it difficult to take time off in the school holidays, however we have been told that the only occupation that comes under the terms of exceptional circumstances is that of the armed forces.

All holidays taken during term time that do not state the above exceptional circumstances will therefore be recorded as an unauthorised absence unless discussed with the Headteacher beforehand.

Absences from School taken for other reasons

If you need to take your child out of school for personal or family reasons, such as a death in the family or your child has to stay with grandparents/other family members who do not live locally, then you will need to write a note for your child's class teacher in advance or in the case of an emergency, we would be grateful for a telephone call on the morning of the first day of absence.

If your child has a medical appointment, a note to the teacher giving prior notice would be much appreciated.

If your child is off school because of sickness, please telephone the school office on the morning of the first day of absence and send in a note when they return to school.

Email flitwick@cbc.beds.sch.uk