

## REQUESTING LEAVE DURING TERM TIME

Assalamu Alaikum w.w.

Dear Respected Parents

We write to you with regards to the importance of attendance for students at school on a day-to-day basis.

As you will be aware, attendance is a major factor in the natural progress of a child in his education, both secular and Islamic. There is a tremendous amount of learning that goes on every day, especially due to the fact that we are a school with a dual curriculum and the majority of students have approx. 10 lessons a day.

Absences have a negative impact on students learning and we request that as parents, you avoid any term time absences.

However, if you would like to submit a request after due consideration, please follow our procedure for requesting absences and make yourselves aware of this by reading the following:

- All absences should be requested by completing our online [Absence Request Form](#) before you purchase any tickets.
- Full details of term dates can be found on [our website](#)
- Forms must be completed correctly, in full and submitted at least **two working weeks** prior to the intending absence
- Students who are in sitting GCSE, A-Level or BTEC examinations, should avoid all absences. Their requests are most likely to be refused compared to other students as they will be preparing for their exams and cannot afford days off
- Similarly, absences requested during the last week of each half-term are also more likely to be refused due to half-termly assessments
- Do not book any non-refundable travel tickets before getting your request approved. The school cannot alter their rules because parents have already booked tickets without consulting the school
- When leave has been approved, it will be the parents and students' responsibility to ensure any missed work is collected from the school/individual teachers and completed to the standard we expect
- Forms must be submitted even if the request is for one day; no matter what the reason

- We do not fine parents for unauthorised absences. Unauthorised absences will lead to your child's name being removed from the register
- Failing to inform the school regarding your child's absence is an unauthorised absence and can lead to the same outcome as mentioned above
- If an absence is recorded as unauthorised, he will lose his place at the school
- The school must inform the local authority of all pupils who are taken off role
- Continuous absences are reported to social services who will then open a CME Case for your child. (Children Missing in Education)
- Please do not assume absence will be granted based on the fact that it has been granted in the past or has been granted to another student. Everyone's circumstances are different and one size does not fit all
- The SMT (Senior Management Team) will look at each request individually, taking into account the reasons mentioned on the form and will come to a conclusion after mashwara (consultation) with other members of staff. The child's attendance, punctuality, progress in studies and subsequent impact of absence will all be taken into consideration
- Absences due to hospital admission, missed flights, changed flights or other circumstances out of your control must be evidenced with adequate documentation upon return. Original flight bookings must also be provided.

If you have any further questions, please do not hesitate to contact us. We thank you for your support in this matter.

Kind regards

The Management  
Eternal Light