



Elland C.E. School Junior, Infant & Nursery

Mrs W Holdsworth, Headteacher

Forward with children in our hearts



September 2017

Memorandum of Understanding

Due to the guidelines on authorised absence changing from 1st September 2013 and the government initiative that no holidays should be granted during term time unless there are exceptional circumstances, we have decided to implement the following procedure.

Authorised absence will only be given in the following circumstances;

- Funerals where the family have to travel out of the area will be granted one day for travel.
- Weddings, time will be granted for immediate family members only.
- Holidays where the parent's employment has fixed holiday dates i.e. the business closes and confirmation of this on letter headed paper from the company will be required.
- Respite holidays for families with a child with disabilities.
- Parents who need to travel back to their country of origin for legal reasons.
- Looked after children or children who are in a private fostering arrangement.
- Religious observations e.g. Hadj etc.
- Absent parents who have a contact order for visitation rights during term time.
- Holiday for Service Children where a parent is on active duty.

All other exceptional or unforeseen circumstances are at the Headteacher's discretion.

Signed Date (Headteacher)

Signed Date (Chair of Governors)

Signed Date (Duncan Thorpe EWO)

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In partnership with the Parishes of St Mary's and All Saints, Elland, The Diocese of Leeds: West Yorkshire and the Dales, and the Metropolitan Borough of Calderdale

