

Lady Margaret Road
Southall
Middlesex
UB1 2GU
Tel: 020 8578 9152 Fax: 020 8747 7891
Email: office@greenford.ealing.sch.uk
Web: www.greenford.ealing.school.uk
Headteacher: Mr. M. Cramer, BA Hons, MA



6th February 2019

For the attention of all parents/carers

School policy regarding holidays during term time

Greenford High School, in line with Government guidance, does not allow holidays during term time. Please be aware that requests for holidays in term time will not be authorised. Please also note that unauthorised absence from school is unlawful and a Fixed Penalty Notice, to the amount of £120 per parent per child, can be issued.

Any *Leave of Absence* is granted at the discretion of the Headteacher. Parents/carers should apply as far in advance as possible. A *Leave of Absence* form can be downloaded from our website or requested from Reception. The completed form should be returned to school for the attention of Mr Laryea (Key Stage 3) and Mr Harvey (Key Stage 4) who will consult with Year Teams, Attendance Officer and the Senior Leadership Team before discussing with parents and making a decision.

For a *Leave of Absence* to be granted, proof of exceptional circumstances needs to be provided. In the case of bereavement, for example, a copy of the *death certificate* would be required or, in the case of illness abroad, a *medical certificate*. Where a return to the UK is delayed, documents detailing the original travel arrangements and subsequent revisions need to be shown to the school.

Excellent attendance at school is crucial to high achievement and good progress, whereas poor attendance leads to underachievement and disappointing results. We thank all our parents and carers for their support and understanding with this.

Yours sincerely

M Cramer

M. Cramer
Headteacher