

16th September 2013

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you that the school's policy for dealing with requests for leave of absence during term time has changed.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school and their attendance overall

With effect from September 2013 the government has abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with an Education Penalty Notice fine.

Yours sincerely

A Farrar

