

Our Ref: KWL/FSC

Friday 19th October 2018

Dear Parent or Carer

Reminder – Leave of Absence in Term Time

I would like to take this opportunity to remind you that in September 2013, the Education (Pupil Registration) (England) Regulations were amended to prohibit the Head Teacher of a school granting leave of absence to a pupil, except where an application has been made in advance **and** the Head Teacher considers that there are exceptional circumstances relating to the application. If the Head Teacher grants a leave request it will be for them to determine the length of time that the child can be away from school.

Leave of absence during term time interrupts continuity of teaching and learning and can disrupt the educational progress of individual children, creating disruption in schools. Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. In order for children to reach their full potential and access the learning opportunities available to them, children must attend school regularly.

As a parent or carer you are required by law to ensure that your child attends school regularly.

Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday. Permission may only be granted by the Head Teacher of the school if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. Each request will be considered on the exceptional circumstances detailed on the application form.

Any absences taken without the Head Teacher's permission will be recorded as unauthorised in the school register and may result in a Penalty Notice or other legal intervention by the Education Inclusion Service.

Should you have any queries please do not hesitate to contact the school's Attendance Officer, Miss Walczynska.

Yours sincerely



Mr R Briggs
Head Teacher