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Headteacher: Miss. J. Sweatmore



Dear Parents/Carers

Leave of Absence

Information below regarding leave of absence requests. Term dates are available on our website > Parent Information > Term Dates 2022-2025.

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

The Government made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1st September 2013. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

Therefore I am unable to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- * Availability of cheap holidays and cheap travel arrangements
- * Days overlapping with beginning or end of term

Parents needing leave of absence for exceptional circumstances should complete and submit a school Leave of Absence request form prior to any holiday/leave arrangements being made. The reason for the request should be given in detail. Absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.

If your child has a medical or dental appointment during the school day you will need to provide proof of the appointment with their hospital letter or appointment card. If you do not provide this evidence the absence cannot be authorised. Unauthorised absences will affect your child's overall attendance. **Failure to attend school on a regular basis may result in a penalty notice being issued.** Thank you for your support and understanding.

Yours sincerely
Miss J Sweatmore
Headteacher

A school with a view