



Dear Parent/ Carer

Pupil Attendance – Leave in Term Time

The Government has amended key legislation relating specifically to the authorisation of leave in term time which comes into force on 1st September 2013. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents/ carers that there is an entitlement to time off school for holidays in term time.

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

As a result of these changes the Governing Body has taken the decision to make the following changes to our school attendance policy and procedures:

- Updated 'request for leave' form.
- Updated policy on the website. (A copy is available from school on request)

Please can all parents/carers ensure they complete the updated request for leave. Parents/Carers **do not** have an automatic right to take their children out of school for leave during term time.

The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. Parents/Carers should complete the form and return it to school for consideration well in advance of the proposed leave and before committing to any expense. Please ensure you read the form carefully as it includes vital information.

We hope all parents/carers will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we need parents/carers to support the school in our efforts to reduce unnecessary absence and thus minimise the impact on the education of our pupils.

Please contact us if you wish to discuss this further.

Yours sincerely

Kieran Welsh

Headteacher

