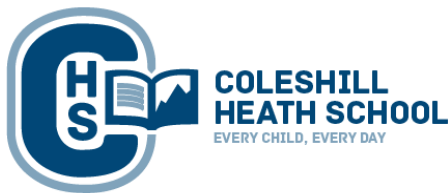


Headteacher
Miss N Fowles
Deputy Headteachers
Miss C Budd
Miss K Morgan



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Re: 'Leave of Absence' during term time

I would take this opportunity to remind parents of the current situation regarding requests for term time leave.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 of the 2006 Regulations to prohibit the Headteacher of a school to grant leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

This means that if the Headteacher deems that the leave applied for can reasonably be taken outside of term time, the request for leave of absence will not be authorised. If the Headteacher does not grant the leave of absence request but parent/guardian still decide to go ahead, absence will be marked as unauthorised. Unauthorised absences may be referred to Solihull MBC and result in a Penalty Notice payable up to £120.00 fine for failure to comply with the law.

Section 444 of the Education Act 1996 states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents should make any requests for a leave of absence using the leave of absence request form and provide any supporting evidence regarding the exceptional circumstances. Requests must be made in adequate time for them to be considered (at least two weeks prior to the desired period of absence).

Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision. Coleshill Heath School will consider all applications for leave of absence requests but must comply with the current stipulations of granting in exceptional circumstances only.

For further information, I refer you back to our Attendance Policy available on the school website or on request from the school office and to the Solihull Local Authority Code of conduct available on the Solihull MBC website.

