



Headteacher  
Mrs H McVicar

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Dear Parent / Carer

## School Attendance and Absence

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 lessons leaves young people vulnerable to falling behind and those with poor attendance tend to achieve less in both primary and secondary school.

As a school, we work incredibly hard to support our young people and their families to ensure that they all have good attendance and therefore we kindly ask that you avoid taking holidays during term time.

On 1st September 2013, the Government made amendments to the Education (Pupil Registration) (England) Regulations 2006 which then came into force. 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.

As a consequence of these changes we are no longer able to approve requests for leave of absence for reasons that are **not** considered to be special or exceptional.

Parents needing leave of absence for **exceptional circumstances** should complete a form which is available from the school office or school website, at least two weeks before the anticipated start date. The reason for request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively. Exceptional circumstances would be events such as the wedding of a member of immediate family and evidence would be requested. It is highly unlikely that any requests for more than 5 days of absence would be granted.

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 School Attendance Officer. Parents could be issued with a fixed penalty notice and/or court action.

Thank you for your support and understanding.

Yours sincerely

Mrs H McVicar  
Headteacher



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