



18th June 2018

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time. One of my legal responsibilities as a Headteacher is for the accuracy of the attendance registers in school and, therefore, for the procedures around leave of absence.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although I acknowledge that parents may sometimes prefer to take holidays outside of school holidays, this has to be balanced against the effect on students' progress at school.

In September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays and, therefore, leave of absence from Werneth School will now only be granted if exceptional circumstances exist.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

If due to exceptional reasons you do need to request leave of absence please submit a Leave of Absence Request form to me at least 4 weeks before the start of the proposed absence. Forms can be downloaded from the website or can be obtained from school.

Both the school and the local authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission, they may be issued with an Education Penalty Notice fine of £60 which will rise to £120 if it is not paid within 21 days. This is per parent per child.

Yours faithfully

Andrew Conroy
Headteacher