



School Aim
To make learning irresistible

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Dear Parents/Guardians,

REMINDER - SCHOOL ATTENDANCE REGULATIONS AND LEAVE OF ABSENCE

This is a reminder that parents/guardians are expected not to take family holidays during term time.

From 1st September 2013 the regulations regarding pupils' leave of absence changed and stated that **schools will not be able to grant leave of absences for holidays in term time.** The amendments to these regulations make clear that Headteachers **shall not** grant any leave of absence during term time unless there are **exceptional circumstances**.

Leave must be put in writing to the Headteacher, not less than one month before the proposed period of absence and should include:

- An explanation of the special circumstances for absence from school and reason why leave cannot be taken during the school holiday period,
- An explanation of the educational benefits of the leave to your child,
- Describe the measures that will be taken to ensure your child is not disadvantaged by missing essential elements of the school curriculum.

If there is a special circumstance and the Headteacher grants the absence as authorised then the number of school days a child can be away from school will be noted. If the leave of absence is not agreed then any leave will be treated as unauthorised.

A series of absences without authorisation will result in a referral to Targeted Services who will decide whether to issue a Penalty Notice.

Please note the following extract from Nottinghamshire's Code of Conduct for Penalty Notices:

"If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6sessions) in total over a 6 week rolling period, then the school can issue or request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies."

Holiday requests this term have been high in school. We really need your help on this and urge you please to take holidays out of term time. We know holidays are often cheaper in term time and we do appreciate that; but school attendance is a legal requirement. We are bound by government holiday rules underpinned by the belief that having a good education will help to give your child the best possible start in life. Attendance data is monitored very closely by the local authority and we want to work in partnership with you to ensure the best possible attendance for your child in school. If your child is absent for any period, he or she may miss essential elements of their learning.

Thank you in anticipation of your support.

Miss Rachel Otter
Head Teacher