

Wednesday 17th July 2013.

ATTENDANCE & ABSENCES DURING TERM TIME

Dear Parents,

We have recently had notification from the DFE regarding leave of absence during term time, which we need to make you aware of.

Currently a Headteacher has the discretion to authorise a leave of absence of up to 10 days for a family holiday during term time in 'special circumstances'. From 1st September 2013 this facility has been removed from Headteachers.

This means that from that date we are **unable by law** to authorise ANY holiday requests. All holiday absences will therefore be recorded as unauthorised.

Requests for absences in 'exceptional circumstances' OTHER than holiday (for example a funeral of a close family member) must be put in writing to the Headteacher and will be considered, taking in to consideration your child's attendance for the period up to the request.

In order for a leave of absence in 'exceptional circumstances' to be authorised your child's attendance must be 95% or above.

In addition from the 1st September 2013 there will be changes to the procedures for issuing Penalty Notices (fines) to each parent who fails to ensure their child's regular attendance at school.

As of the date above the timescale for paying a penalty notice has been reduced to: pay £60 within 21 days or £120 within 28 days; bringing this penalty notice in line with other penalty notices and allowing Local Authorities to act faster on prosecutions.

Please remember that if your child is unwell then you need to notify us by telephone on the day of the absence, followed by a letter clarifying the reasons for their absence in order for us to authorise your child's absence under the 'Medical' code.

With Regards,

Nicole Caulfield
Headteacher