



18th July 2013

Dear Parents

IMPORTANT INFORMATION ABOUT TAKING CHILDREN OUT OF SCHOOL IN TERM TIME.

I am writing to inform you of the important changes that will take effect nationally from September 1st 2013. From this date I will no longer be able to authorise holidays during term time. As Headteacher my ability to authorise time off school for any reason has been reduced significantly following changes to the law. Please read the statement below which has been issued by the local authority.

“The Government has amended key legislation relating specifically to the authorisation of leave in term time which comes into force on September 1st 2013. The decision has been made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents, that there is an entitlement to time off school for holidays in term time.

We hope that parents will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we need parents to support the school in our efforts to reduce unnecessary absence and thus minimise the impact on the education of our pupils.”

Local Authority Education Office

As of 1st September 2013, Headteachers cannot authorise any leave of absence during term time, unless there are exceptional circumstances to warrant the granting of leave.

As a result of these changes the Governing Body has made the decision to make the following changes to our school's attendance policy and procedures:

New 'Request for Leave' form will be used from July 2013.

Leave will only be authorised under Exceptional Circumstances. These have been outlined by the governing body as:-

- *Funeral of a close family member;*
- *Wedding of close family member – but not a parent;*
- *Professionals who are not able to take holidays at other times – must be backed by a letter from their employer.*

Please note that these 'Exceptional Circumstances' have been discussed and agreed with all other local schools, where they will be enforced in the same way.

If you have any concerns regarding these changes then please feel free to contact me at school.

Kind regards

KAREN MARSHALL
Headteacher



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