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Dear Parent/Carer,

Requests for Leave/Holidays During Term Time

I apologise for writing again regarding this matter, but it would seem that some parents still believe that it is acceptable to remove their children from school during term time, either for holidays or visits to relatives overseas.

As a result of this, I would like all families to note the following:

- From September 2013, the Department for Education has removed the right for Head Teachers to allow holidays during term time *in any circumstances*. **No** such requests can be legally granted. A penalty notice **will** be issued if holidays are taken.
- Any other requests for leave during term time must be submitted in writing (on the school request form – available in the school office), with dates, **before** the leave is taken. The Head Teacher will then make a decision based on each individual case. If the leave is not agreed, or if it is agreed and the child returns later than the original date given, a penalty notice **will** be issued.
- If the reason for absence requested is illness of a relative the Head Teacher will, whilst being sympathetic to each request, look for previous patterns of term time absence and discuss with the parent whether it is necessary for their child to be absent. A medical certificate or other proof of the situation might be requested. If the request is denied and the child is removed from school, a penalty notice **will** be issued.
- Visits to relatives abroad during term time will not be authorised. The view of the school is that normal visits should be conducted during the school holidays. A penalty notice **will** be issued.

I would like families to understand that genuine requests will be viewed objectively and considerately. The majority of our families try their very best to ensure that their children attend school regularly and are on time each day – thank you!

Julie James

Headteacher

