



Woodley C of E Primary School
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Head teacher: Mrs L. N. Gurney

Dear Parent/Carer

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

You may be aware that the government has introduced some significant changes to attendance regulations from September 2013.

'Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. These amendments make clear that Headteachers **may not grant any** leave of absence during term time unless there are **exceptional** circumstances.'

Clearly there are many situations which may be considered 'exceptional' circumstances but my interpretation will, in general, be in the context of the requested absence being of unique and significant emotional and/or educational value to the child that outweighs the loss of teaching time.

Leave will be authorised for example, if you have to take holidays at a time specified by your employer, or where a holiday is recommended as part of your or your child's rehabilitation from a medical or emotional issue; however, the fact that a holiday taken in term time is cheaper would not qualify as exceptional circumstances and would therefore not be authorised. Please be aware that all circumstances will be taken into consideration when deciding whether or not to authorise a request for leave of absence during term time, however it should be noted that authorisation will not be given for any requests at the start or end of the school year or during KS2 SATs week.

Whilst I recognise that the new regulations may prove unpopular may I ask that you respect them and, if you do need to take your child out of school during term time, you make very clear in your request how the circumstances are exceptional. If this is not clear then, under the new regulations, I will not be allowed to grant leave.

Please be aware that, in addition to this new legislation, there are also new regulations from September in which the imposition of penalty fines for parents and carers taking children out of school in unauthorised circumstances will now be imposed more strictly by the Local Authority.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Mrs L Gurney
Headteacher

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