



Kents Hill Junior School
Academy Status

Kents Hill Road, Benfleet Essex SS7 5PS
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21st September 2016

Dear Parents/Carers,

Re: Absence during Term Time

As I'm sure you're aware, the government regulations relating to absences from school during term time changed in 2013.

Despite recent cases highlighted in the press and via social media, there are **no entitlements to holiday absences.**

Leave of absence can only be considered where the school has been notified in advance and there are **extremely** exceptional circumstances. In order to do so, at least one month before the requested date(s) parents must complete a 'Leave of Absence' form (available from the school office or from our school website) and submit this with a letter that clearly states the exceptional circumstances.

It is a proven fact that regular and consistent good attendance at school leads to higher outcomes for children. Please support your child and the excellent work that this school does by not booking holidays during term time, as well as strongly encouraging family members not to do so. If an unauthorised absence is taken, then we will consider issuing a penalty notice. Under no circumstances will we support such an absence by issuing extra work or catch up sessions.

Please note that it is also the responsibility of parents and carers to ensure that we are made aware of any absence on the first day by calling the school office. After the third day of a child's absence due to sickness, parents will be required to present us with medical evidence. These, and other details, are outlined in our Attendance Policy which is available to view via our school website.

Thank you for your ongoing support in this matter.

Yours sincerely,

Miss H Nash
Head of Academy



Learning ~ Friendship ~ Safety ~ Success

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Reg. address: Kents Hill Junior School, Kents Hill Road, Benfleet, Essex, SS7 5PS

