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Dear parents,

At the start of this term we drew your attention to the new legislation introduced by the Government regarding the authorisation of absences by Headteachers.

The following came into effect from 1st September 2013:

'The Department for Education has made amendments to the 2006 regulations. These make it clear that Headteachers may NOT grant leave of absence during term time unless there are exceptional circumstances. In the light of these changes, parents and carers need to be aware that it will no longer be possible to authorise leave of absence unless the exceptional circumstances have been explained. Reasons such as "cheaper in term time" or "more convenient" are no longer acceptable'.

In response to this we have had to review our policy and the necessary procedures for parents when requesting an absence from school during term time. Accompanying this letter is the new Absence Request form which not only incorporates the new legislation but also includes a larger section requesting a very detailed account of the reasoning behind the request being made. Requests will be considered by both the Headteacher and the Governing Body and requires the agreement of both parties before the absence can be authorised. This will take a little longer than with the previous process so at this point we must stress the importance of putting in any request well in advance of the date(s) required. This is clearly stated on the new form and term dates are available from the school office or the school website to help you avoid absences during term time if at all possible.

Please take time to read the new form carefully as it is very specific in guiding Headteachers and Governors as to what can and cannot be authorised and is equally clear in the potential outcome for parents should children be taken out of school without the appropriate permission.

Ultimately, these guidelines are in place for the benefit of your children and their education. The diagram on the reverse of this letter illustrates the negative impact time out of school can have on children both educationally and socially. We hope that careful consideration will be given before requesting an absence and if at all possible absences be avoided during term time.

Thank you

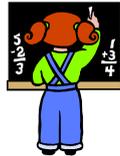




We ask that families and carers consider the following:

If your child's attendance drops below 95%, they have missed more than 2 weeks of schooling.

If your child is away from school for **one week** they will miss approximately;



5 hours of maths



5 hours of literacy

10 hours of science, religious education, music, art, physical education, geography, history, design and technology and information technology.

If your child has is away from school for **2 weeks** during term time and has a 1 week period of sickness in 1 school year they will miss;

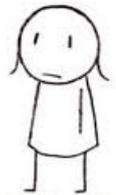
15 hours of literacy, 15 hours of maths, 30 hours of learning other subjects!

Also a child can feel as if

"I've missed out"

"How can I catch up"

"My friends won't want me to join in when I'm back"



further information is available from:

[http:// www.education.gov.uk/popularquestions/a005551/can-i-take-my-child-on-holiday-in-term-time?"](http://www.education.gov.uk/popularquestions/a005551/can-i-take-my-child-on-holiday-in-term-time?)

