



Blue Bell Hill
Primary School

September 2019

Dear Parents/Carers

Leave of absence in school term time

Blue Bell Hill Primary School work closely in partnership with the Local Authority and follow their policies and guidelines regarding leave of absence penalty notices.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance. Only the Head Teacher or his/her designate (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, school will request a penalty notice to be issued by the Local Authority. The penalty notice will be issued to each parent of the individual child.

We are advising all parents/carers to consult our school website and attendance policy which clearly explains the process of leave of absence in school term time.

Yours faithfully

Rebecca Edge
Headteacher

Aim High – Respect and Care for Each Other – Celebrate Success