

St Philip's Church of England Primary

We love to learn. We learn to love. We love and learn together



Leeds Road,
Nelson
Lancashire
BB9 9TQ

Tel: 01282 614463 MOB: 079829 72566 FAX: 01282 611823
Email: head@st-philips.lancs.sch.uk www.st-philips.lancs.sch.uk

20th June 2013

Dear Parent

Pupil Attendance – Leave in Term Time

The Government has amended key legislation relating specifically to the authorisation of leave in term time which comes into force on 1st September 2013. This decision has been made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents that there is an entitlement to time off school for holidays in term time.

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are **exceptional circumstances** to warrant the granting of leave.

As a result of these changes the Governing Body has taken the decision to make the following changes to our school attendance policy and procedures:

All applications for leave must be made, in advance, by the parent of residence using the "Application for leave of absence from school" available from the school office. **Requests will only be authorised if the circumstances surrounding the request are considered to be exceptional.**

- Parents who are requesting leave of absence during term time must complete an absence request form and arrange an appointment to discuss the reasons with the Headteacher.
- The application request needs to be submitted to school prior to the leave of absence.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as an unauthorised and may attract sanctions such as a penalty notice.

SEE OVERLEAF



From 1 September 2013, the timescales for payment of penalty notices will change:

£60 payable within 21 days (currently payable within 28 days)

£120 payable within 28 days (currently payable within 42 days)

We hope all parents will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we need parents to support the school in our efforts to reduce unnecessary absence and thus minimise the impact on the education of our pupils.

Please contact us if you wish to discuss this further.

Yours faithfully

Mrs K Ellidge
Headteacher

