

The Avonbrook Cluster of Schools

*Himbleton C E First School Upton Snodsbury C E First School
Crowle C E First School Fladbury C E First School
Flyford Flavell First School Inkberrow First School
Pinvin C E First School St Nicholas C E Middle School*

January 2018

Dear Parents

IMPORTANT GOVERNMENT CHANGES TO LEGISLATION (Statutory Instrument 2013 No 756) REGARDING LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

The Department of Education requires Local Authority and Head Teachers to implement government amendments to the regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013.

The new law gives no entitlement to parents to take their child on holiday during term time.

The Department of Education Circular states:

'Amendments to the 2006 regulations **remove** references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers **MAY NOT** grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave for exceptional circumstances is granted'.

The following are examples of the criteria for Leave of Absence, which may be considered as 'exceptional':

- ◆ Service personnel returning from active deployment.
- ◆ Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- ◆ When a family needs to spend time together to support each other during or after a crisis.

Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.

It has been agreed by The Avonbrook Cluster of schools to adhere to the criteria above, referring exceptional circumstance requests to our own respective Governing Bodies.

Applying for Leave of Absence during Term Time

If you intend to take your child out of school during term time, whether it is exceptional circumstances or not, you must complete an Application For Leave of Absence Form available from the school office or school website. This must be completed and handed to the Head Teacher at least 4 weeks in advance of the proposed dates. Please note with immediate effect our Head Teachers can only grant leave of absence to a pupil where there are exceptional circumstances relating to the application and the decision of the Head Teacher is final.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised, and may result in the Head Teacher having to notify the Education Investigation Service. This may result in a Penalty Notice. Penalties are applied by the Local Authority, and as such are not at the discretion of the Head Teacher.

Although we feel this is very clear, each Head Teacher will be more than happy to discuss any issues with parents.

Yours sincerely



Lorraine A Barber
Headteacher