

Simonstone St. Peter's Church of England School



School Lane
Simonstone
Burnley
BB12 7HR

Head Teacher: Mrs. C Smith
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CS/AE18/04/16

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Dear Parents and Carers

AUTHORISED ABSENCES

Thank you for helping to ensure that pupil attendance at Simonstone St Peter's CE School continues to be outstanding.

Since September 2013, Head Teachers can no longer grant any leave of absence during term time. In the past there was a certain element of flexibility available to Head Teachers for those in 'exceptional circumstances', a phrase that has remained in the legislation, but the amount of discretion given has been severely curtailed. For example, the definition of 'exceptional' does not include family holidays for any reason which will be regarded as '**Unauthorised**'. Any parent wishing to claim 'exceptional circumstances' needs to seek prior permission from the Head Teacher well in advance of the proposed date, by written letter. If a request is turned down, or an absence occurs without prior permission, this will result in the absence being counted as unauthorised.

The current legislation also extends the expectation that schools will apply a penalty notice to parents in cases of unauthorised absence.

As you would expect, we will continue to work closely with parents on matters of attendance. May I remind you, that if your child is absent for any reason, we ask that you contact the School Office on the first morning of their absence and that a short letter is sent in to school on their return.

Yours sincerely
pp Simonstone St Peter's CE Primary School

C A Smith
Head Teacher