



Ryders Green Primary School

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Head Teacher: Miss L Blackmore
♦ Ba (Hons) ♦ QTS ♦ Pg Cert ♦ AST

Our Ref: PSA/AB
Date: FEBRUARY 2016

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school.

With effect from September 2013 the government abolished the right of the school to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

If due to exceptional reasons you do need to request a leave of absence please make an appointment to see me at least 4 weeks before the start of the proposed absence.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Attendance and Prosecution Service.

Please note that if you are absent from school ten days or more without the school's knowledge and we have not received appropriate communication from you, we can and we will remove your child from the school register.

Thank you for your continued support.

Yours sincerely

Angela Bradford
PARENT SUPPORT ADVISOR

