

## HURSTHEAD INFANT SCHOOL

Dear Parents

### Requests for Leave of Absence

In respect of requests for leave during term time schools are expected to adhere to recommendations given by the Local Authority.

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 time away with the family outside of school holidays, this has to be balanced against the affect on pupils' progress at school.

The Education (Pupil Registration) (England) Regulations 2006 and accompanying guidance published by the Government makes it clear that parents do not have a right to have time off school for holidays. The Regulations state that schools do have discretion to allow up to 10 days absence during a school year for a family holiday if they believe that there are **special circumstances** which warrant it. Some examples of special circumstances are provided:

- Employees who are prevented from taking holidays outside term time by their employer and there will be minimal disruption to a child's education
- Where a family needs to spend time together to support each other during or after a crisis

The guidance makes it clear that holidays which are taken for the following reasons should **not** be authorised:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods; and
- Overlap with beginning or end of term

In addition, when considering any requests schools are obliged to take into account factors relating to the individual pupil and their educational needs, including their general absence/attendance record, the proximity of SATs/Phonic Screening, and their ability to catch up missed work.

**Following this guidance from the Government, it is expected to be extremely unusual for holidays in term time to be permitted by schools, and in accordance with this guidance I can confirm that requests for holiday leave will only be granted if the school is satisfied that special circumstances apply, and that the child's educational progress will not be unduly affected.**

Parents wishing to request permission for a holiday should complete and submit a Leave of Absence form four weeks in advance of the time of absence, clearly explaining their circumstances. These forms are available from the school office.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where holidays are taken during term time without permission they may be issued by Education Penalty Notice fines of £50 (rising to £100) per parent per child by the Local Authority.

Thank you for your support in this matter.

Yours sincerely

Miss K Grant  
Headteacher