



Friday 17 April 2015

Dear parents and Carers

Absence Requests

REMINDER

We are still receiving requests for family holidays to be authorised during term time.

I have to remind parents that in September 2013 the Government removed the right for Headteachers to give permission for pupils to have leave of absence during term times for family holidays. Leave of absence can only be granted in exceptional circumstances as agreed by the Governing Body. These exceptional circumstances are listed below;

- Compassionate leave for bereavement and illness;
- Family Wedding and civil ceremonies;
- Funerals;
- Relocation to different areas;
- Religious circumstances e.g. confirmation;
- Attending award ceremonies, e.g. Graduation

Parents must seek approval from the Headteacher prior to the leave being taken. No leave of absence without prior authorisation will be granted. Please be aware that fines can be imposed for unauthorised absence.

Please keep this in mind when thinking of booking holidays into the next academic year too.

Thank you for your understanding.

Yours sincerely

Mrs L Suffield
Headteacher



