



Linton Primary School

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Headteacher: Mrs C. L. Hollis B.Ed Hons N.P.Q.H.



29th September 2021

Dear Parent/Carer,

Leave of absence requests

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children and young people vulnerable to falling behind. Children and young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children, young people and their families so as to ensure that all children and young people have good attendance.

The Government made amendments to the Education (Pupil Registration) (England) (Amendment) Regulations 2013 on 1st September 2013. These regulations make it clear that Headteachers should not grant any leave of absence during the term time, including holidays, unless there are exceptional circumstances.

As a consequence of these changes I am not able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances** should complete an official school leave of absence request form at least **two weeks** before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Thank you for your support and understanding.

Yours sincerely

Mrs C. L. Hollis
Headteacher



Derbyshire Healthy Schools
Community Award