

Dear Parents,

September 2013

## Leave of Absence – Holiday Forms

I am writing to inform you of an amendment to the legislation regarding school attendance. Up to now the regulations allowed Headteachers to 'grant' leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten days leave per year.

This has been changed with Headteachers no longer able to grant any leave of absence during school time unless there are 'exceptional circumstances'. Our school policy on granting such absences will now have to reflect this change.

I am aware that a small number of parents may have already committed to holiday dates during term time. These will, unless there are 'exceptional circumstances', going to have to be viewed as 'unauthorised absences'. If this is something which is going to affect you please contact me at school for clarification and advice.

Any future requests for any leave of absence will **ONLY be granted in accordance with the amended legislation**. Such requests will have to demonstrate why 'exceptional circumstances' apply

My apologies for this change in policy. Our attendance levels at Lady Joanna have always been exceptionally high, with parents understanding the importance of regular attendance and its impact upon their child's learning.

Again, if you have any queries regarding this change in policy, please contact the school for advice.

Yours sincerely,

**Mr K Grout**  
**Headteacher**

For more information click on the link below:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>