

Dear Parent

School Attendance Regulations – Amendments: Sept. 2013

“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind”.

(Advice on School Attendance: DfE)

As part of the current Government’s aim to raise standards, amendments have recently been made to School Attendance Regulations by the Department of Education. As a result, from 1 September 2013 Headteachers will no longer be permitted to grant leave of absence for the purpose of a family holiday during term time. The new regulations also make it clear that Headteachers may not grant any leave of absence unless there are exceptional circumstances (and it will then be within the Headteacher’s powers to determine the number of days a child can be away from school, should leave be granted).

Any parents who fail to ensure the regular attendance of their child of compulsory school age (5yrs.- 16yrs.) can be issued with a penalty notice for each child– from September 2013 these will be £60.00 per parent for those who pay within 21 days and £120.00 for those who pay within 42 days.

In respect of these new regulations I write to inform you that the schools will no longer be able to issue holiday request forms. Only if exceptional circumstances arise will leave of absence be considered and then any such requests for leave of absence will have to be made in advance and not retrospectively. A letter detailing the request and the exceptional circumstances addressed to the Executive Headteacher should be sent to the relevant school office.

Parents are responsible for making sure that their children of compulsory school age receive a suitable, full-time education and in light of these amended regulations I would urge you to arrange family holidays during school holidays in the future and thus avoid any difficulties or penalty notices.

Thank you for your cooperation. Term dates for 2013-2014 are attached with this letter.

Yours sincerely

Gillian Guthrie
Executive Headteacher