

Mr Pete Farrell
Headteacher

Upper Holly Walk
Leamington Spa
CV32 4JZ

Mr Alan Moss
Chair of Governors

Telephone: 01926 425361
Fax: 01926 425480
Email: admin3371@we-learn.com

29th March 2011

Dear Parents/Carers

The Local Authority is urging us to tighten up on school absences and in particular is concerned about the number of children being taken out of school for family holidays in term time.

The guidelines for school state that:

"Time off school for family holiday is not a right. Schools have discretion to allow up to 10 days absence in a school year for a family holiday if they believe that the circumstances warrant it.

1. *Schools may agree up to 10 days "holiday leave" in special circumstances*
 - *for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and*
 - *when a family needs to spend time together to support each other during or after a crisis.*

2. *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*
 - *overlaps with beginning or end of term."*

If you wish to take your child out of school for a family holiday you should complete the "application for leave of absence for a school pupil for an annual family holiday" form (available in the school office) at least 6 weeks before the holiday begins. It is necessary for these applications for absence to be returned to school with either written evidence of the necessity for taking the child out of school in term time or make an appointment with me to discuss the special family circumstances involved.

The school has a duty to challenge any absences from school. If a request for holiday absence falls into the unauthorised category we will advise accordingly. You may, of course, choose to still go ahead with the holiday. In this case the absence will simply be recorded as unauthorised.

As these are the legal guidelines we are obliged to comply with them and we therefore trust that in future parents will think twice about booking family holidays in term time as any time out of school disrupts your child's education.

Requests for absence for reasons other than holiday (such as family weddings, bereavement, sickness etc) will, of course, be met with understanding.

Yours sincerely

Pete Farrell
Headteacher

We endeavour to ensure and pray that each child's love will keep on growing more and more, together with true knowledge and perfect judgement so that they will be able to choose what is best.

Holiday requests March 2011.absence.doc

Based upon St Paul's letter to the Philippians 1:9.10