

September 2015

Wednesday 11th September 2013

Dear Parents and Carers,

## **TERM TIME LEAVE OF ABSENCE REQUEST**

Following many statements regarding school attendance by the Secretary of State, Mr Michael Gove, the Government is now introducing some significant changes to attendance regulations for pupils at the academy as from this September, some of which you need to be aware.

The changes now mean schools/academies are unable to authorise any leave of absence during term time unless there are **exceptional circumstances**.

In the past we have always tried to be flexible in granting leave. Unfortunately, this is no longer this case and it is likely that requests of absence will be denied.

May we ask that you respect these new regulations under which the academy must now work, and that if you do need to take your child out of the academy during term time, you make it very clear in your request how the circumstances are exceptional. Can we remind you that any absence, even a holiday, needs to be reported to the academy in order that we can account for the children on a daily basis. Leave of absence request forms are available from the academy office. Please be aware that fines can be imposed by the Local Authority on parents/carers who take their children out of the academy in unauthorised circumstances. These fines will be imposed more strictly and more quickly in future. This is outside the control of the academy.

This letter is only a summary of the decision made by Mr Gove. For more detailed information please consult the DFE website.

Yours sincerely,

Governing Body

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Yours sincerely,

Ms K Gleave

