

27th June 2013

Dear Parent /Carer

Changes to the Authorisation of Term Time Holiday

At present government regulations allow Head teachers to grant leave of absence for the purpose of holidays during term time for 'special circumstances' of up to 10 days.

From the start of the new academic year 2013 this has been removed and the amendments make it clear that Head teachers **may not** grant any leave of absence for holidays during term time.

Leave of absence for 'exceptional circumstances' such as funerals or participation in sporting/music events may be granted at the Head teacher's discretion if the Head teacher considers that there are **exceptional** circumstances relating to the application.

If parents still choose to remove their child/ren for a family holiday, parents have the responsibility to inform the school in writing and in advance, as ANY absence needs to be recorded by the school for safeguarding purposes. This absence will be classed as **unauthorised** and dependant on individual circumstances, the Family of Schools Attendance Improvement Officer may become involved.

As a result of this change in the law, Thistly Meadow Primary Primary School will amend the school's Attendance Policy.

Thank you for your continued support.

Yours sincerely,

Colin Bowpitt
Head teacher