



C h e a d l e P r i m a r y S c h o o l

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"We aim to be outstanding in all we do"

25th September 2017

Dear Parent and Carers,

Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays, this has to be balanced against the effect on pupils' progress at school.

In September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year in special circumstances.

Headteachers are now only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

As a result, this means that the government expects it to be extremely unusual for leave of absence, including holidays in term time, to be permitted by schools.

If due to exceptional reasons you do need to request leave of absence please do so in writing to the Chair of Governors at least 4 weeks before the start of the proposed absence.

Both the school and the local authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the local authority.

Please find attached a Leave of Absence Guide for Parents and Carers issued by Stockport Metropolitan Borough Council for further information.

Yours sincerely,

Dr. Welch

Chair of Governors

Miss Leech

Headteacher