

Please read the following letter as an update to our policy

Sparkenhoe Community Primary School

Executive Headteacher: Mrs Kath Falconer

Saxby Street, Leicester, LE2 0TD

School Tel: 0116 2512686 - Fax: 0116 2621816

Email: office@sparkenhoe.leicester.sch.uk

Website: www.sparkenhoe.leicester.sch.uk

And The Ark World Arts Centre: Tel: 0116 2539273



18th June 2013

Dear Parents and Carers,

From September 2013 the school will not grant leave of absence for holidays.

Please make sure that anyone who may book a holiday or trip for you is aware of these changes.

From September 1st 2013, two key changes to the law relating to school attendance will come into force. One relates to the payment of Penalty Notices and the other to the law around leave of absence requests.

Leave of absence

From 1st September 2013, the reference in law to Head teachers/Principals being able (at their discretion) to agree up to 10 days of leave of absence will be removed. Instead, the legal reference will be amended and will mean that schools should not authorise leave of absence unless:

- An application has been made in advance by the parent with whom the pupil normally resides AND
- The Head teacher/Principal considers that there are **exceptional circumstances** relating to the application

Where there is unauthorised absence, Penalty Notices will be issued. The law with regard to Penalty Notices is also changing as follows:

The periods during which a Penalty Notice should be paid are shortening. For unauthorised absence that occurs wholly from 1st September 2013 onwards, the amount of the penalty to be paid will be:

- £60 per parent per child if paid within 21 days of receipt of the notice and
- £120 per parent per child if paid within 28 days.

Where a Penalty Notice remains unpaid, legal action will be pursued by the Local Authority.

Although the Local Authority can not impose fines for unauthorised absences when children are below the statutory school age, the damage absence has on a child's development, progress and friendship groups would be a serious concern.

The school will no longer have holiday request forms. If there is ever an exceptional reason why your child needs to have leave of absence then you will need to write to **the school or make an appointment with the **school's attendance officer** to explain the reason for your request. The decision will be provided to you in writing.**

Yours sincerely
Kath Falconer

INTRODUCTION

At Sparkenhoe we do not encourage families to go on extended visits abroad with their children during term time. We make it very clear to families that this will interrupt their children's learning. However, we do recognise that visits made by some families may run into school time and that these are important for the family in religious or 'heritage' terms.

AIMS OF THE POLICY

The overall aim of this policy is to ensure a consistent approach by the school to all children requesting a visit during term time.

MONITORING AND REVIEW

All absences and extended holidays are carefully monitored and figures are given to the Local authority and the Educational Welfare Officer.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

Latest Review: September 2013