

English Martyrs Catholic Primary School

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Head Teacher: Mrs G Deery



Wednesday 11th September 2013

Dear Parents

As you may have heard on the press recently, there have been significant changes to the regulations for the granting of absence from school during term time.

What are the changes?

- Head teachers **shall not grant any** leave of absence during term time unless they consider there are **exceptional** circumstances relating to the application.
- Parents **do not have an entitlement** to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in action against the parent, either by Fixed Penalty Notice or through the court.

We have enclosed a leaflet from the Attendance Compliance Enforcement (ACE) Service which outlines the changes in more detail.

Parents are therefore asked to respect these new regulations under which we must now work, and that if there is a need to take a child out of school during school time, it must be made very clear in the request how the circumstances are exceptional.

There is a new application form for Leave of Absence to be considered for **exceptional circumstances** only. This is available from the school office.

Yours sincerely

Mrs Gillian Deery
Headteacher

