



Children's Services

Director: Jo Fisher

County Hall CHO126
Hertford, SG13 8DF

Tel:

0300 123 4043

Dear Parent / Carer,

Changes to legislation, which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher, if your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

The power to authorise an absence rests with the Headteacher and not with the local authority. If you are unhappy with the Headteacher's decision you should follow the school complaints policy.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday period you will be supporting your child's full school attendance, learning and development.

Yours Sincerely,

Jo Fisher
Director of Children's Services

www.hertfordshire.gov.uk



Tannery Drift First School

ROYSTON • HERTFORDSHIRE

ABSENCE REQUEST FORM

- As a parent or Guardian, you should fill in this form if you wish to take your child out of school during term time.
- The conditions under which leave of absence are granted are contained in Reg.9 of The Education (Pupils Registration) Regulation 1995 and Sections 38-42 of School Attendance: Policy and Practise on Categorisation of absence 1994.
- Recent changes to this legislation mean that no leave of absence can be granted during term time unless there are exceptional circumstances.
- If you feel your request classifies as an exceptional circumstance please return this form to the **School Office no less than 2 weeks before the date of absence.**
- We regret we no longer have the discretion to allow family holidays during term time and any absence will be classified as unauthorised.

Child's name _____ Class _____

Parent/Guardian Name _____

Date of Absence: From _____ to _____ No. of school days _____

Reason for requesting leave of absence during term time _____

Signed _____ (Parent/Guardian) Date _____

FOR SCHOOL USE ONLY

% Attendance to date _____ Absences this calendar year _____

Absence Authorised YES/NO

Reason for refusal _____

Headteacher Signature _____ Date _____

Headteacher: Mrs Anna Greetham

Tannery Drift First School | Tannery Drift | Royston | Hertfordshire | SG8 5DE

T: 01763 246549 | admin@tannerydrift.herts.sch.uk | www.tannerydrift.herts.sch.uk