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Norwood Primary School
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PE4 7DZ

Head Teacher : Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

11/06/2013

Dear Parent/Guardian,

Changes to Legislation on Holidays during term time

I write to inform you of an important change to **government legislation** regarding the authorisation of holidays during term time, which will come into force from 1st September 2013.

The main amendment to the legislation makes it very clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances are not clearly defined in this new legislation documentation and therefore these will be decided upon a case by case basis.

These changes stipulate that parents/carers will no longer be permitted to remove their children from school during term time for family holidays. Any such absence from 1st September 2013 will be deemed unauthorised and will severely affect a pupil's overall percentage attendance, which should be in excess of 96%. With immediate effect, any request for leave of absence for a holiday after 1st September 2013 will be declined. Should any unauthorised leave of absence be taken, this may result in the Local Authority issuing a penalty notice. Requests received prior to 11/06/2013 and granted will stand.

If your child requires leave of absence from school due to exceptional circumstances please submit your request by completing the **Term Time Exceptional Circumstances** form. This request will be considered in line with our school attendance policy which is dealt with by a governor's attendance panel. Please note that supporting evidence may be requested.

Failure to notify school of any absence may result in a first day calling and a safety and welfare check as per our attendance policy.

I would like to remind you that it is preferable if appointments for the doctor or dentist are scheduled for after school or during the school holidays wherever possible.

Attendance figures are checked weekly and any child who falls below the expected 96% will be monitored and where necessary a referral will be made to the Local Authority Attendance Officer.

I am confident that by working together we can ensure that all of our children will continue to have a happy and successful time at Norwood School.

Yours sincerely

Mr Warren Fenwick – on behalf of the Governing Body
Chair of Governors

