



# Nether Stowe School

*A Specialist Mathematics & Computing College*

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*'A good school' Ofsted 2013*

Dear Parent /Carer

## Leave of absence for students

We are currently modifying our attendance policy in line with the latest Government advice on leave of absence in term time.

New legislation does not give any entitlement to parents to take their child on holiday during term time. Any application for leave of absence must be in exceptional circumstance and the headteacher must be satisfied that the circumstance warrant the granting of leave. 'Exceptional' circumstances are likely to be one-off situations by definition and would be due to a parent's employment conditions or a trauma or bereavement in the family.

Parents can be fined for taking their child on holiday during term time without consent from the school.

It is important to recognise that we, along with the Government, are committed to high achievement for every learner and any absence inevitably hinders progress. We always seek to work with parents and carers to ensure the highest possible rates of attendance for every student.

In light of this we would ask that:

1. Any request for leave of absence is made directly to the headteacher via a 'leave of absence' form obtainable from the school office.
2. The form should indicate clearly the exceptional circumstances for which leave is required.

The authorising of leave of absence is at the discretion of the headteacher and reasons for the request along with potential disruption to the student's learning will be taken into consideration. If leave of absence is not applied for in advance then any leave taken will be recorded as unauthorised absence.

Leave of absence requested for holidays in term time will not be authorised.

Yours sincerely,

*S Peace*

**S Peace**  
**Assistant Head**

