



# Morton Primary School

Main Road, Morton, Alfreton, Derbyshire DE55 6HH

Tel/Fax: 01773 872360

Email: [info@morton.derbyshire.sch.uk](mailto:info@morton.derbyshire.sch.uk)

Headteacher: Susan Russell

2 July 2013

Dear Parents

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children vulnerable to falling behind and tend to achieve less in both primary and secondary schools.

You know we work with you to reduce absence where possible and we were commended by Ofsted for the value parents place on getting children to school.

The Government has recently made amendments to the Education (Pupil Registration)(England) regulations 2006 which come into force on 1<sup>st</sup> September 2013. These state that 'Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances which must be declared'.

As a consequence from September 2013 I will no longer be able to approve requests for **leave of absence** (no longer called holiday) for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for exceptional circumstances should complete the form at least two weeks before the anticipated start date and the reason for the request given in detail.

As I currently do, each request will be considered individually.

This is Government policy and can be seen on the DfE website

[www.education.gov.uk/schools/pupilsupport/behaviour/attendance](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance)

and states that parents who take their child on holiday without permission will incur unauthorised absence. These remain on the child's record and are monitored for further action by our Education Welfare service. Parents could be issued with a fixed penalty notice and /or court action.

I believe we can continue to work in partnership and any requests are given full and appropriate consideration

Please do not hesitate to ring if you wish to discuss any issues arising from this change.

Yours sincerely

SUSAN RUSSELL  
Headteacher

## Morton Primary School Leave of Absence Request

Leave of absence requests will only be granted for exceptional circumstances.

Name of Pupil	Date of Birth.....
	Class .....
Address..... ..... .....	
Leave of absence request from: ..... to date..... Total number of school days .....	
Brief description of the exceptional circumstances and why you are requesting a leave of absence: ..... ..... .....	
Name of Parent /Carer	
Signature	Date

It is Government policy that parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.

DELETE WHERE APPROPRIATE:	REQUEST APPROVED/REQUEST DENIED
---------------------------	---------------------------------

**For School Use:**

UPN..... Attendance %.....

Previous Leave of absence this Academic Year      Yes/No\*  
No. of days.....

Arrange to meet with parent/carer      Yes/No\*

\*Delete as appropriate

Refer to Local Authority for issue of Penalty notice      Yes/No\*