

September 2017

Dear Parent/Guardian

The change in government policy with reference to Headteachers being able to grant leave of absence during term time, specifies that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

This means that the discretion Headteachers have had up to now - to grant leave for up to ten school days has gone. As a result any holiday requests submitted will now have to be marked as unauthorised.

The College has forms for requesting leave under exceptional circumstances, which are kept at Reception. It is up to the Headteacher to determine the number of days, which can be granted under these circumstances depending on the nature of the request.

If your child is absent for ten sessions (five full days) out of one hundred sessions (ten weeks), and it is unauthorised, whilst the College will investigate and liaise with the parents to establish the reason for the absence, the parents could be liable for a fixed penalty fine for the period of absence.

If you have any queries relating to this matter, please get in contact with your Head of House to discuss the issue.

Yours sincerely

Mrs S Bennett  
Headteacher