



SUPPORT CHALLENGE DEVELOP

Authorisation of Term Time Holidays

Dear Parents/Carers,

As Headteachers serving in local schools we felt it appropriate to write to you regarding the authorisation of Leave of Absence.

As you will be aware from correspondence from individual schools, we are all required to implement Cambridgeshire County Council's policy on Leave of Absence. Amendments to the 2006 regulations mean that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. This is being done in order to improve levels of school attendance across the County. Authorised absences include sickness, medical appointments and other approved activities.

To help us achieve consistency of approach all cluster schools have agreed to fully adhere to County Policy, which means that requests for leave of absence will only be approved in very exceptional circumstances. The following things will be taken into consideration:

- The circumstances of the holiday - the school policy will be that term time **authorised leave** will only be authorised in 'exceptional circumstances'.

The fact that a holiday is cheaper in term time will not be considered to be an 'exceptional circumstance', nor will parents' working circumstances. No absences will be granted during SATs or exam periods.

All requests should be made in writing to the Headteacher and they will be considered on an individual basis but the most important aspect for the school is the effect an absence would have on your child's education.

If we do agree to an absence in term time it is very important that your child comes back to school promptly. We cannot prevent you from withdrawing your child from school, but if the absence is not authorised, it will have to be recorded as 'unauthorised' in the school register. The school and Educational Welfare Officer may also consider issuing a fixed penalty fine of £60 per parent per child if you make the decision to take your child out of school even though permission has not been granted.

We hope you understand and appreciate the position that we are in on such matters and that you will support us by not requesting leave unless it is absolutely unavoidable and in line with the above criteria. We are looking to maintain the strong relationship that we have with parents and wish to work with you on this issue.

Thank you for your continued support.

Yours sincerely,

 Mr S Davis Hartford Community Junior School	 Mr P Allen Brampton Village Primary School	 Mrs R Lee Hartford Infants School	 Mr J Singletery Stukeley Meadows Primary	 Mrs C Matthews Abbots Ripton CE Primary
 Miss R Prior Spaldwick Primary School	 Miss L Moule Thongsley Fields Primary and Nursery School	 Mrs G Young Houghton Primary School	 Mrs K Lund St John's CE Primary School	 Mrs J Phillips Wyton Primary School