



Children's Services
Director: Jenny Coles

County Hall CHO126
Hertford, SG13 8DF

Tel: 0300 123 4043
Email: jenny.coles@hertfordshire.gov.uk
Our ref JC/MB/bh
Your ref:
Date: 4th September 2017

Dear Parent / Carer,

I understand that you are unhappy with the Headteacher's decision not to authorise time away from school to allow your child to take part in a family holiday.

Changes to legislation which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher, if your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

The power to authorise an absence rests with the Headteacher and not with the local authority. If you are unhappy with the Headteacher's decision you should follow the school complaints policy.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday period you will be supporting your child's full school attendance, learning and development.

Yours Sincerely,

Jenny Coles
Director of Children's Services

www.hertfordshire.gov.uk



TROTTS HILL PRIMARY SCHOOL & NURSERY

Wisden Road

Stevenage

Herts

SG1 5JD

Telephone 01438 314189

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email: admin@trottshill.herts.sch.uk

www.trottshill.herts.sch.uk

Interim Headteacher: Mrs Liz Evans

Interim Deputy Headteacher: Miss Colette Pidgeon

APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer you should fill in this form if you want to take your child out of school during term time.

After completing the form, please return it to the headteacher of your child's school no less than 3 weeks before the date when you want the period of absence to start.

The conditions under which leave of absence for term time holidays may be granted are contained in paragraph 8 of The Education (Pupils Registration) Regulations 2006.

Apart from very exceptional cases holidays in term time will normally be recorded as unauthorised. If you believe that your case is exceptional please arrange an appointment with the headteacher.

I request that _____ (name of child)

be granted leave of absence from _____ (class) of Trotts Hill Primary School & Nursery on the following dates:

from _____ to _____

Reason for absence request _____

Total number of school working days requested _____

Signed _____ Date _____

Parent/Carer

This absence has been authorised / unauthorised

Signed _____ Date _____

Liz Evans – Headteacher