



14<sup>th</sup> May 2014

Dear Parents

### **Authorised absences from school**

I am writing on behalf of the Governors to confirm the School's policy in relation to holidays and other absences during term time.

As you may be aware, under new rules from the Department of Education, parents must obtain permission from the Headteacher if they wish to take their child out of school during term time. The law does not grant parents an automatic right to take their child out of school during term time and the new rules state that parents can be fined if they fail to obtain permission from the Headteacher. The fine is up to £60 per pupil (this increases to £120 if not paid within 28 days). Further information is available in the enclosed advice from Salford City Council.

If parents wish to take their child out of school during term time they must request permission from Mr Barrett, the Headteacher, in advance and in writing using the "holiday request form" which will be available from the School's website or School office. Forms must be sent at least 4 weeks before the start of the requested absence so that the Headteacher has sufficient time to consider the request. Please note that requests must be made in writing and not through making an appointment with the Headteacher.

Permission is discretionary and, under the new rules, can only be given where there are exceptional circumstances. Parents must therefore include on their request form details of the applicable exceptional circumstances.

Requests will be considered on a case by case basis, and on their own merits. Parents will receive a written response to their request which will outline the decision which the Headteacher has taken. Please note that the Headteacher's decision will be final. Governors will monitor the number of requests that have been made and the number of absences which have been authorised each term.

Please note that this policy does not apply to absences due to medical or dental appointments or illness.

Yours faithfully

Mr Stephen Kaye  
Chair of Governors