

Diocese of Hexham and Newcastle in partnership with Durham Council



**St. Pius Xth R.C.V.A. Primary School,
Thornfield Road, The Grove, Consett, Co. Durham. DH8 8AX**

Head Teacher: **Ms J Cruise BA Hons, PGCE, NPQH**

Tel./Fax No. 01207 503604

LEA No. 840 3403

E-mail stpius@durhamlearning.net

7.11.13

Dear Parent / Carer,

In July 2012, Charlie Taylor (the Government's expert advisor on behaviour at that time) was asked by Michael Gove (Secretary of State for Education) to conduct a review of school attendance. Mr Taylor stated in his report that **if children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.**

There has since been a change in the law around term time leave of absence. From 1st September 2013, Head Teachers **are not able to grant any** leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school. In St Pius X RCVA Primary School, this decision is made in consultation with the Governing Body.

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from school reception. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the School's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. A fine will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form overleaf explains the circumstances where enforcement action may be taken more fully.

Yours Sincerely,

J. Cruise

