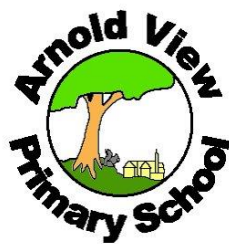


Arnold View Primary School



Living, Learning & Achieving Together

Head Teacher Mrs Denise Bryant
Gedling Road, Arnold, Nottingham. NG5 6NW
Tel: (0115) 956 0967 Fax: (0115) 956 1104
E Mail: office@arnoldview.notts.sch.uk
Web site: www.arnoldview.notts.sch.uk

25th September 2013

Dear Parents / Carers

LEAVE OF ABSENCE DURING TERM TIME

The Department for Education has introduced new changes in relation to parents taking children out of school during term time which came into effect in September. Previously, parents had the right to remove children from school in order to take them on a family holiday or for special circumstances. Schools are no longer allowed to authorise leave of absence for family holidays. The new amendments specify that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

The government has not provided a definition of 'exceptional circumstances' and it is for each Head Teacher and governing body to determine this. Having consulted with other schools and parents the governing body at Arnold view have decided 'exceptional circumstances' are of a unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

Examples of what may constitute an exceptional circumstance are as follows:

- A parent or grandparent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday.
- The holiday is a unique, never to be repeated, occasion which can only take place at the time requested.
- There has been a death or other significant trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation.
- The absence is for the wedding of an immediate family member ie mother, father, brother or sister or the birth of a sibling.
- Service personnel returning from or scheduled to embark on a tour of duty abroad.
- When a company policy states for an employee to take leave only at a specified time in the year (evidence required).
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue (evidence required).



Exceptional circumstances will not include family holidays, days out, birthday treats, availability of cheaper accommodation, better weather, weddings (unless parent, brother or sister), overlap with the beginning or end of term, holidays booked before checking with school, sporting events, extended weekends and family get-togethers.

Each application will be considered on an individual basis and other factors will also be taken into consideration such as;

- The child's attendance record. (The governing body have made it clear that requests will not be authorised for children whose previous or current attendance record is below 95% or subsequently falls below 95%).
- The child's educational needs and ability to catch up on work missed.
- The timing of the absence and the proximity of SATs and other examinations.
- The amount of time requested.

Any requests for absence should be made on an 'Application for Leave of Absence' which is available from the school office. At least four weeks notice should be given for all requests other than in unforeseen circumstances.

Applications will not be considered without a detailed explanation of why the circumstances are exceptional. Any absence taken without approval will be recorded as un-authorised on your child's school record.

The Governing Body appreciates that these are significant changes, however, they have a responsibility to comply with the new government regulations. We hope that this clarifies the new regulations which all schools must enforce from September.

Thank you for your continued support.

Yours sincerely

Mrs D Bryant
Head Teacher

