



Bishop Fox's

High Standards & High Expectations

Dear Parent/Guardian

Important Changes in Attendance Regulations

From 1st September 2013, any holidays taken during term time will NOT be authorised by the school.

The Government has recently changed the law regarding a leave of absence in term time, replacing the 2006 regulation that allowed schools to grant up to 10 days leave of absence at their discretion.

This means that from September 2013, schools may NOT grant ANY leave of absence during term time unless there are EXCEPTIONAL circumstances.

The amendments make it clear that Headteachers can only grant leave of absence during term time for exceptional circumstances. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations it is suggested that exceptional leave may include:

- Forces staff returning from lengthy active service abroad
- Police, Fire Service staff being told when they can or cannot take leave
- If a close family member has a terminal illness and it may be a last chance to be together, especially if the family member lives overseas
- Parents having to work abroad for a fixed, minimum term period

I do not wish to be difficult but believe that regular attendance is critical. I do not wish to disappoint parents and would therefore urge you to refrain from making any such request. Students only attend school for 190 days in the calendar year and research suggests that children who are taken out of school may never catch up on work they have missed. This can affect test and examination results and your child's future career prospects.

If a request for term-time absence is refused and your child is still taken out of school, this will be recorded as unauthorised absence and noted on your child's record. This may be used in any legal action taken for poor attendance and when issuing a Warning Penalty Notice.

Many thanks for your support.

Yours sincerely,

MS KERRY TONKIN

Bishop Fox's School A company limited by guarantee

Registered Office: Bishop Fox Drive, Taunton, Somerset TA1 3HQ

Tel: 01823 289211 E-mail: office@bishopfoxs.co.uk Web: www.bishopfoxs.co.uk

Incorporated in England No. 7660968. A Business & Enterprise Academy School.



Name	Form
1.	
2.	
3.	

[illegible]

NB – If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in penalty notice being issued or legal action taken for

Authorised:	Print name:
Role:	

Not authorised:	Print name:
Role:	