

TIBSHELF COMMUNITY SCHOOL



Headteacher: Mike Pollard MA, PhD
Deputy Headteacher: Pete Kenworthy BA

www.tibshelf.derbyshire.sch.uk
enquiries@tibshelf.derbyshire.sch.uk
[@tibshelfschool](https://twitter.com/tibshelfschool)

Doe Hill Lane
Tibshelf
Alfreton
DE55 5LZ
☎ 01773 872391
☎ 01773 873900

Ref: MP/BA

Dear Parent / Carer

If you have been following press and news reports you will be aware that the Department for Education has changed the regulations regarding parental requests for authorised absence for holidays. We realise that the new guidelines will be a cause for concern for some parents. However on this occasion school really has no room for manoeuvre. The guidelines for school have been changed and the next section has been sent to all schools to bring them in line with the new standards. Thank you for your support and understanding in dealing with this issue.

School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence.

The Government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1 September 2013. These state that Headteacher's may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes Headteachers will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements*
- Days overlapping with beginning or end of term*

Parents needing leave of absence for exceptional circumstances should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

We would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.

All future requests will have to comply with the new guidelines. If you require any further information please do not hesitate to get in touch.

Mike Pollard
Headteacher

