Tuesday 21 November 2017

Dear Parents and Carers

I am writing to clarify how requests for ‘leave of absence in term time’ are managed, following updated guidance from the Local Authority.

‘Leave of absence’ in term time can only be authorised in the most exceptional circumstances. This means that term time holidays and requests for extended holiday leave cannot be authorised. If you feel that your circumstances are exceptional, a request should be made in writing. Each application will be considered on a case by case basis by the Headteacher and Governing body. You will receive a written reply once a decision has been reached.

If an unauthorised leave of absence is taken and exceeds three or more consecutive days, the information will be passed to the Local Authority who will respond in accordance with the current legislation. This is regardless of a child’s ‘wider school attendance’. This could lead to a fixed penalty notice. It is also possible that if unauthorised absences shorter than three consecutive days are taken frequently, this process may be triggered. I would like to stress that the Local Authority will apply the legislation consistently and any monies received from penalty notices do not benefit the school.

Good attendance in term time is vital for your child to make good progress. Absence is disruptive to the individual child’s learning and also to their class and teachers. Ofsted look closely at how school deals with absence and there is a particularly close scrutiny of how absence is authorised. Attendance plays an important part in the inspector’s judgment regarding personal development, behaviour and safety of pupils.

Please note that this process applies to all schools in our cluster. Please refer to the accompanying letter which is being sent to all Lady Manners feeder schools. This collaboration with both Lady Manners and the other local cluster schools demonstrates the consistency with which this legislation will be applied across our area.

In conclusion, I would ask you to carefully consider requests for leave of absence. I understand that there is often a tension between the constraints placed by school and family’s individual circumstances and I am always happy to talk to you about this.

Please refer to our ‘Attendance and Punctuality’ policy for further information at [www.curbarprimary.co.uk](http://www.curbarprimary.co.uk)

Yours sincerely

Mr Simon Beahan and on behalf of the governors

Lady Manners Primary Cluster

November 2017

Dear Parents and Carers

Recently the Cluster Heads have met to further discuss statutory attendance legislation that has been, as you will know, in place for some time and to clarify our joint position on this issue.

As a result of our discussions, we would like to remind the parents and carers of all primary schools in our cluster that we will not be able to authorise holiday leave in term time.

We have come to a common agreement that we shall continue to apply consistency to requests for leave of absence during term time. We shall follow the Local Authority procedures which may result in you receiving a fixed penalty notice.

If you need to apply for a leave of absence for what you feel to be exceptional circumstances, it is important that you submit your application well in advance of the leave requested in order to allow enough time to give it due consideration and process all the paperwork involved.

It is important for you to know that any penalty notices given are issued by the Local Authority and any monies received from penalty notices do not benefit the school in any way.

If you are in any doubt about whether you would receive authorised leave of absence, please do not hesitate to phone or pop in to discuss your personal circumstances. Each request will be considered on an individual basis.

Yours sincerely

**The Lady Manners Cluster Heads**

Tricia Outram – Bakewell CE Infants Sharon Slack – Monyash CE Primary

Sarah Brown – Flagg Nursey Andrea Tomlinson – Stoney Middleton CE

Lynne Kilford – Bishop Pursglove Primary Emma Bond – Pilsley CE Primary

Sarah Owens – Bakewell Methodist Juniors Caroline Poole – Rowsley CE Primary

Gemma Harvey – Longstone CE Primary Caroline Poole – Stanton in Peak CE

Bridget Hanley – Litton CE Primary Simon Beahan – Curbar Primary School

Marie Clark – Baslow St Anne’s CE Primary Heather Stelling – Youlgrave, All Saints’