

Dear Parent/Carer

Following a change in government legislation the school is no longer authorised to allow any leave. However, in exceptional circumstances leave may still be agreed by the Head Teacher/Deputy Head Teacher. This is because 'Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school' (Government Guidance).

Under the revised law, parents do not have any right to leave of absence for their child/ren. This includes family holidays. If you make a request for the Head Teacher to grant leave of absence for exceptional circumstances, and this is refused, the absence will not be authorised and legal action such as a penalty notice may be issued. This could be a fine of a minimum of £60.00 for each child, per parent (e.g. the total fine for two children with two parents would be £240.00).

If you intend to request leave of absence during term time you are required to advise the school by completing the form overleaf. Where possible this form should be completed a minimum of 4 weeks before the required date. One form should be completed for each child for whom you are requesting absence.

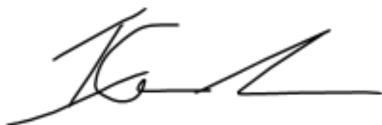
Where both parents have legal responsibility for a student, even if they do not reside at the same address, both parents must sign the form.

We would like to make you aware that the school's change of policy is a direct result of new DfE legislation, 'School Attendance' (August 2013).

A copy of Marshfields School Attendance Policy is on the school website.

If you require a Leave of Absence form, please email your request to attendance@marshfields-sch.co.uk in the first instance.

Yours faithfully,



Ian Graham-Wells
Acting Headteacher