



September 2016

Dear Parent/Guardian

Taking Holiday in Term-Time

In September 2013 the law changed and Head Teachers are no longer permitted to authorise holiday in term time. I am permitted to authorise Leave of Absence in term time in exceptional circumstances only.

The College year is very short. There are only 190 days on which lessons occur and any absenteeism during this time can affect your child's progress and attainment. The Government expects your child to attend College for 190 days and requires the Headteacher to make sure they do.

Please do not plan a holiday in term time, unless there really is no alternative. The College will not approve any term time holiday, unless there are exceptional circumstances.

Any holiday taken without approval, will appear as Unauthorised Absence on the child's attendance record. A Fixed Penalty Notice may be issued if holiday is taken in term time without the Head of College's approval.

If you still wish to request permission for a leave of absence in term time, please complete the form overleaf and return it to Ms Harley, the Attendance Manager, at least two weeks prior to the intended absence, and it will be given due consideration.

Many thanks.

Yours faithfully

Mr W Jenkins
Head of College