



Rookery Avenue  
Sleaford  
Lincolnshire  
NG34 7FE  
Phone: 01529 302698  
Fax: 01529 306868  
Email: enquiries@quarrington.lincs.sch.uk  
www.stbotolphsquarrington.co.uk  
Headteacher: Mrs D Wilson

20 June 2013

Dear Parent / Carer

### Changes to Legislation Regarding Requests for Holiday Leave during Term Time

Current legislation allows Headteachers the discretion to grant a leave of absence for family holidays during term time of up to 10 days in 'special circumstances'. As you are aware, St Botolph's have adhered to this legislation and anyone wishing to take a holiday has been required to complete a 'Holiday Form' and it be authorised by me.

However, recent changes to legislation mean that, from 1 September 2013, Headteachers are no longer allowed to grant **any** leave of absence unless there are exceptional circumstances. Holiday forms will no longer be available. Should you believe that there are exceptional circumstances and wish to apply for leave to be considered, you will need to write to me to request this. I will write back to you after considering your request. In order for me to comply with new legislation, the reason for the request must be compelling.

This will mean that parents will no longer be permitted to remove their children from school during term time for a family holiday. Should a parent ignore this legislation the absence will be recorded as unauthorised, which will stay on the child's school record. In addition, under the terms of the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**, it is possible that if the parent fails to ensure that the child is in regular attendance, they could be issued with a penalty notice for £60

We would hope that a child in primary school would have at least 96% attendance. In order for your child to achieve this figure I would ask that appointments for doctors, dentists, opticians etc be made outside of school hours or in the school holidays. It is worth noting that secondary schools may use primary attendance as selection criteria when oversubscribed. Should your child achieve 100% attendance, they will be presented with a certificate at the end of the year.

I am sorry to advise you of these changes. I hope that you will appreciate the early notice and understand that this is not a measure that the school has introduced – it is government legislation.

Yours faithfully

Mrs. D Wilson  
Headteacher