



Website: www.HAST-Education.co.uk

September 2014

Dear Parents/Carers

Attendance: Leave of Absence

We are writing to outline the new guidance from Central Bedfordshire Council (CBC) regarding leave of absence for the purpose of family holidays during school term-time (August 2013) and the implementation of Fixed Penalty Notices (September 2014).

Good attendance at school encourages good progress. Evidence shows that children with attendance below 90% made on average less than two-thirds of the annual progress made by pupils with attendance above 90%.

Please be aware that there is no right or entitlement to term-time leave and any requests for such leave will not, as a rule, be granted. Any decision as to what constitutes 'exceptional circumstances' is at the discretion of the Headteacher.

The following instances are offered as examples of what might reasonably be seen to constitute 'exceptional circumstances':

- A parent or other close relative of the child has a serious, life-threatening or terminal medical condition and it is believed that the holiday requested may be the last opportunity for the family to experience such an event;
- A parent is in the armed forces and is shortly due to be posted overseas to a known danger-spot, such as Afghanistan;
- The family is in an extreme state of crisis and it is considered that the holiday in question may help the family to avert or better deal with this crisis;

Fixed Penalty Notices

A Fixed Penalty Notice (£60 per parent/carer per child) may be issued when:

- A pupil is taken out of school during term-time for a holiday which has not been authorised by the school;
- A truancy patrol carried out by a School Attendance Officer has found a pupil absent from school and the absence has not been authorised by the school;

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- A child's school attendance has been poor and his/her school believe that the issuing of a Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents/carers fail to address the situation).

Further information on the issuing of Fixed Penalty Notices can be viewed via Central Bedfordshire's website at: <http://www.centralbedfordshire.gov.uk/learning/schools/pupil-support/non-school-attendance.aspx>

If you have any questions regarding attendance issues, please do not hesitate to contact your child's school.

Yours sincerely
HAST Headteachers

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Mr S Fell
Headteacher
Harlington Upper School

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Mr S Kelly
Headteacher
Arnold Academy

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Mr D Brandon-Bravo
Headteacher
Parkfields Middle School

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Miss L Noble
Headteacher
Chalton Lower School

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Mrs P Finch
Headteacher
Eversholt Lower School

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Mrs A McCullion
Headteacher
Greenfield & Pulloxhill Lower

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Mrs D Shelvey
Headteacher
Harlington Lower School

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Mrs A Freaks
Headteacher
Ramsey Manor Lower School

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Mrs D Shelvey
Headteacher
Sundon Lower School

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Mrs S Purdue
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Mrs J Boyle
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