

Dear Parent/Guardian

Change of Policy for Family Holidays During School Time

I am writing to inform you that as from September 2010 we will **no longer** be authorising holiday absence from School for any students unless there are **exceptional circumstances**.

Over the years we have become increasingly concerned about the amount of school time which pupils are missing as a result of family holidays. It is the advice of the Department for Education and the Local Authority for schools not to endorse term time absence requests unless exceptional circumstances apply.

Whilst I do not want to be unsympathetic in cases of genuine difficulty, I believe that it is important for us to take a clear and firm position on this issue in order to ensure that our pupils enjoy school and reach their full potential academically. Pupils that are taken out of school without our permission will be recorded as having unauthorised absence and an accumulation of unauthorised absence may lead to further action by the Local Authority.

If you feel that you have a justified reason for applying for leave of absence for your son/daughter I would ask that you collect an application form for 'leave due to exceptional circumstances' and return it to me for consideration. In reply, you will either receive confirmation of approval or will be contacted by your child's Senior House Tutor.

Finally, I would like to emphasize that the national guidance for term time absence is in place to underline the importance of school attendance and is not designed to create problems for parents/carers.

Thank you for your continued support.

Yours faithfully,

Simon London
Head Teacher

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To Mr. London, Hall Mead School

I acknowledge receipt of the 'Change of Policy for Family Holidays during School Time' letter.

Signed: (Parent/Guardian)

Pupil Name: Tutor Group