



Dear Parents / Carers,

Following adoption of our Attendance Policy by the Governing Body we are writing to inform you that the following procedures will take place.

- All requests for leave of absence during term time must be made in writing to the Headteacher of the school.
- The requests will be considered by the Headteacher and a decision made as to whether the leave is authorised or unauthorised.
- All requests for holidays will be unauthorised unless there are exceptional circumstances.
- Exceptional circumstances will be decided on an individual basis and there are no predefined criteria.
- In cases where children attend both schools the decision will be taken jointly by both Headteachers.
- You will be informed in writing of the decision of the Headteacher and asked to complete a form acknowledging this.
- Where there are unauthorised absences of five plus days in any 12 week period then you will be referred by the school to the Education Authority for a penalty fine.

Kind regards,

Mrs Lockett and Mrs Kitchen

Headteachers