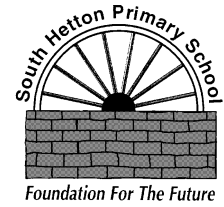




South Hetton Primary School
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Head Teacher: Mrs L. Griffiths Telephone: 0191 526 1662
Deputy Head Teacher: Mr P Ruddick Fax: 0191 526 8620

Leave of Absence during Term Time
Academic Year 2016/2017

Dear Parent / Carer,

There has been a change in the law around term time leave of absence. From 1st September 2013, Head Teachers **are not able to grant any** leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child's term time leave of absence, you must fill out an application form, which can be requested from school reception. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the School's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you could incur a Fixed Penalty Notice (fine) or could face prosecution. A fine would be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences

Yours Sincerely,

Lucy Griffiths
Head Teacher

