



# Royal Cross Primary School

Lancashire's school for deaf children

Dear Parents

## Pupil Attendance – Leave in Term Time

The Government amended key legislation relating specifically to the authorisation of leave in term time. This came into force on the 1<sup>st</sup> of September 2013. The decision was made to encourage schools to take a firmer stance on unnecessary absence and to clarify the understanding around time off in term time for holidays.

As of 1<sup>st</sup> September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

**The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. 'Exceptional circumstances' are defined as 'rare, significant, unavoidable and short'.**

**Parents/carers should complete the form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.**

We hope that all parents/carers will acknowledge and understand the limitations placed on schools in granting any leave in term time. We need parents/carers to support the school in our efforts to reduce unnecessary absence and minimise the impact of absence on the education of our pupils.

There is a copy of the attendance policy in the website and a paper copy is available from school on request. Please contact school if you need any further information.

Thank you for your support in this  
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Headteacher  
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