



Round Hill Primary School
Participate, Excel, Be Proud!

WE ARE "GOOD"

- ✓ ACHIEVEMENT OF PUPILS
- ✓ BEHAVIOUR AND SAFETY OF PUPILS
- ✓ QUALITY OF TEACHING
- ✓ LEADERSHIP AND MANAGEMENT



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Dear Parents/Carers,

Applications for Term Time Leave of Absence (Holiday Requests)

You may be aware that the Government has made amendments to the Education Regulations 2006 to begin 1st September 2013, with the aim of promoting good attendance and reducing absences, including persistent absences. It states that headteachers are not allowed to grant any leave of absence for holidays during term time unless there are "exceptional circumstances".

At Round Hill Primary School we have always worked hard to support all children/young people and their families so as to ensure that all children/young people have good attendance. We feel we have a very good relationship with our community and we fully appreciate that the experience children have on holiday with their family can be incredibly valuable and one which we believe promotes learning. However, as the headteacher, I cannot break the law and I am duty bound to comply with the new regulations.

After consultation with the Parents' Forum group, the Governors and I have recently updated the Attendance Policy to bring it in line with the changes in law. A full copy of this document can be found on the school website or by [clicking here](#).

The Governors have determined that 'exceptional circumstances' may include for example the wedding of parents/carers (for the day of the wedding) or a close family bereavement. However, we are keen to stress that each leave of absence request will be treated individually and with sensitivity. We are very open to comments and feedback so please speak to the school office initially and they will be able to direct you to the correct person to speak to.

Parents requesting leave of absence for their child due to "exceptional circumstances" should complete the 'Leave of Absence Request During Term Time' form ([click here](#)) at least four weeks before the anticipated start date. The policy states that applications must be made before the leave is arranged, otherwise it will not be granted. We understand this is sometimes difficult to achieve, in particular if it relates to a funeral, so please complete the form as early as possible to ensure you are clear on the decision of school before making any arrangements.

You may of course still decide to take your child out of school even if we decline the request for leave of absence. A common sense approach would be to still notify school about any leave of absence using the same form. This will help us to know that your child is safe in your care and avoid us telephoning you to ask where your child is for safeguarding reasons.

"A good school...where all groups of pupils make good progress... and some make outstanding progress"



I must point out that any child who is absent from school without permission or valid explanation will incur unauthorised absences. This information will be stored on the child's record and will be monitored by the headteacher.

I hope that by taking the time to explore the opinions of stakeholders and building in flexibility to deal with, sometimes very difficult, circumstances for families we have created a policy which not only complies with the regulations, but also has a degree of common sense. If you have any comments/thoughts about the new policy or this letter please send them into school in the usual ways.

You can also make your feelings known to your local Member of Parliament. As a headteacher of the largest primary school in Broxtowe I have written a letter to explain my frustrations about the expense of non-term time holidays. In addition, I have made my concerns known that the new Government policy may compromise the highly valued relationships headteachers are continually building with their local communities.

I am very proud of our continued high attendance statistics and I would like to take this opportunity to thank everyone for making Round Hill's attendance one of the best in the country.

Should you wish to read the guidance from the Government, please have a look at their website, www.education.gov.uk.

Yours sincerely

Adrian Nash

Adrian Nash
Headteacher