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29th September 2017

Dear Parent(s)/Carer(s)

Requests for Leave of Absence in Term Time

If pupils are to reach their potential they need to take full advantage of the educational opportunities available to them. Regular, uninterrupted school attendance is a key factor in helping pupils reach their potential. Every effort should always be made to avoid disruption to a pupil's education.

Following amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into effect 1st September 2013, Headteachers are only allowed to grant leave of absence from school in exceptional circumstances. The decision as to whether any request is considered as 'exceptional circumstances' rests solely with the Head Teacher.

We ask that any request should be made prior to the leave of absence and should be submitted to the school using the Request for Leave of Absence form, which is available from the school office. Parents/Carers may be asked to provide additional information/evidence or meet with the school to discuss the circumstances.

Parents/Carers will be notified of my decision at the earliest opportunity. Please feel free to contact Mrs Lunden, who deals with all attendance matters, if you have any questions regarding the above.

Yours sincerely

Mr J Lumber
Head of School

Every Child, Every Day, Every Possibility

Hamworthy Park Junior School is proud to be part of the Hillary Trust

