



NOOK LANE JUNIOR SCHOOL
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28th September, 2012

Dear parents and families,

I am writing to inform you about important changes that have been made to the Local Authority policy on term time leave. The new policy has been adopted by our school and will be in place from after October half term.

The key features of the revised policy promote the principle that children should attend every day and removes the misconception that there is an entitlement to term time leave. In future, term time leave will only be granted under 'special circumstances'. The school will consider each request on its own merits. Special circumstances include:

- Inflexible leave allocation of the parents profession/factory or workplace closedown (school will require confirmation from the employer)
- Death or critical illness of close family member.
- Events of religious or cultural significance.

Term time leave would not be deemed appropriate solely on the cost of a holiday.

There are several conditions that continue to apply to any request for term time leave:

- Your child's attendance percentage should already be over 90% (for leave of absence requests that occur early in the school year we will use the previous year's percentage);
- The absence should not be within the first 10 days of your child transferring to a new class in September (this is a major source of educational disruption for a child as they miss all the work on establishing them as a member of the class);
- The absence must not fall during SATS (week beginning 13th May 2013) or in the revision period up to SATS;
- The absence must not exceed the 10 days which may be authorised in one academic year.

Request for leave must be made at least 20 days in advance of the proposed holiday.

We have enclosed a new Nook Lane Junior School Attendance Guide which shows all the required information.

Yours sincerely,

Steve Arbon-Davis

