



Gleadless Primary School

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Gleadless Primary School

Headteacher – Mrs V. Fowles

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Dear Parent/Carer

Holidays During Term Time

All schools in Sheffield have been given the following guidelines which we will have to enforce next school year.

It is the schools responsibility to provide the best education possible. We can only do this if children attend regularly.

Over the past few years there have been increasing requests for holidays in term time as parents believe that pupils are allowed 10 days holiday from school in any one year.

The Government's guidance states that **under exceptional circumstances** the Head Teacher may consider giving permission for a child to be absent from school for a maximum of 10 days in any one school year.

In line with Government and LEA guidance I would like to outline clearly when permission will **not** be granted:-

- If the pupil is due to take examinations during the period of the leave of absence, for us this is during the month of May each year. This will be enforced from **May 2006**.
- If the pupil has an attendance record below 90%, with at least 20% of the absence being unauthorised.
- If the holiday requested is during the first two weeks of September. This will be enforced from **September 2006**.

Additionally

- Any requests must be in writing on the "request for Leave of Absence in term time" form for at least two weeks in advance of the leave.
- Requests will be considered by the Head Teacher/Governing Body.
- Any approval will be given in writing stating what has been approved.
- If approval is given and your child fails to return after 10 days following the agreed date their name will be removed from the school roll.

Taking unauthorised term time holidays may make you liable for a Penalty Notice. The penalty is a £50 fine if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 day period Sheffield City Council may prosecute.

These arrangements have to be enforced in order to ensure a fair and even system across the city.

Yours sincerely

Mrs V. Fowles
Headteacher

Request for leave of absence during term time

