



September 2013

## DFE Regulations on Pupil Attendance at School

Dear Parents,

The Department for Education have published detailed regulations on pupil attendance at school, particularly family holidays, to which I must draw your attention.

The DFE criteria of what absence can be authorised is as follows:

*Schools may agree "holiday leave" in special circumstances such as:*

- a) for service personnel and other employees who are prevented from taking holidays outside term-time and if the holiday will have minimal disruption to the pupil's education and:-*
- b) when a family need to spend time together to support each other during or after a crisis*

*Holidays which are taken for the following reasons should **not** be authorised*

- availability of cheap holidays;*
- availability of the desired accommodation;*
- poor weather experienced in school holiday periods; and*
- overlap with beginning or end of term.*

Please remember time off from school for **family holidays** is not a right! It is at the Schools discretion to allow absence in a school year for a family holiday, if we believe that the circumstances warrant it, subject to the above criteria. Therefore you must seek advice/permission in advance before you book any holidays!

As a result of these regulations, families who are prevented from taking holidays outside term-time, as per point (a) above will need to provide written evidence from their employer. Requests for absence to create a long weekend break, birthday outings or which fall into either of the four bullet points above will unfortunately not be authorised. Absence required for exceptional circumstance will be reviewed on a case by case basis and will be up to five days.

Please also be aware that the DFE has also clarified that "*parents can be given a penalty notice or prosecuted for periods of unauthorised holidays*". The Educational Welfare Officer monitors our pupils' attendance regularly so I would ask you to please follow these regulations.

Finally, as a school we stipulate that Year Two children under no circumstances are to take holidays during the month of May when the children are undertaking their SATs tests.

I thank you for your cooperation in this matter.

Yours sincerely

Mrs T Creasey  
Head Teacher