



LOXLEY PRIMARY SCHOOL

Headteacher: Mr James Connolly

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Aiming High Together



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Dear Parent/Carer,

Our “exceptional leave in term time policy” is designed to ensure that parents encourage their children to come to school each and every school day whenever possible. It has been shown that children whose attendance is good perform better at school and consequently improve their employment and life chances in the future. At Loxley Primary School, we recognise the important link between regular attendance at school and the educational attainment of children.

The law states that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In addition, parents/carers have a legal duty (Education Act 1996, Section 7) to ensure that all children of statutory school age (5-16 years of age) receive a full-time education. Action may be taken by the school through Sheffield City Council against parents/carers who fail to ensure that their child is properly educated. The action may result in a formal warning or a fine. Parents and carers who regularly take their child out of school in term time may be prosecuted under the higher charge of an ‘aggravated offence’.

Loxley Primary School does allow parents (**in some circumstances**) to take a holiday in term time if their employer will not grant a holiday during the school holiday period. However, all attempts should be made to find a holiday from a place of work in the 13 weeks of school holidays each year. **If this cannot be done, a signed letter from an employer on a company letterhead stating the following will be required for the holiday to be authorised:**

“I am writing to confirm that I have have seen the relevant holiday schedule for Loxley Primary School cannot offer (**Name of parent**) a holiday of **X days** in any of the school holiday periods during the school year. I understand that under the 1996 Education Act, it is the law that children of 5 years and over should receive full-time education and headteachers may only allow leave of absence from school in exceptional circumstances.”

Signature

Name in print

Thank you for your co-operation in this matter.

Yours sincerely,

James Connolly



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