



Denton C.P. School

www.dentonprimaryschool.co.uk

Better Never Stops



21/9/15

Dear Parents/Carers,

Every year, at about this time, I write to you regarding the Department for Education's regulations and guidance in relation to absences in term time. There is no automatic right for you to take your child out of school during term time.

The Department for Education will only allow a Head Teacher to grant a leave of absence if there are **exceptional circumstances**. In determining whether or not an absence in such circumstances can be authorized, it is for the Head Teacher to determine the number of days a child can be away from school if the leave is granted.

If you consider that your request for a leave of absence falls into the category of **exceptional circumstances** you will need to complete a Denton CP School's Application for Leave of Absence during Term Time Form; copies of this form are available from the School Office. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorized in line with East Sussex County Council guidance. You may be asked to provide evidence of the exceptional circumstances that you are stating.

In the case of an unauthorized absence the Education Support, Behaviour and Attendance Service will be notified and a Penalty Notice will be issued. Please note that the Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All absence requests must be completed on the Application for Leave of Absence during Term Time Form; letters will not be accepted. Completed forms should be returned to the school a minimum of 14 days before the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates receive. Children returning from an absence are unprepared for the lessons which build on the teaching that they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the underachievement of other pupils in the class. This is something that we all have a responsibility to avoid.

The following are key dates in this school year: Monday 9th May-Thursday 12th May 2016-Year 6 SATs; May-June 2016-Year 2 statutory assessments; Monday 13th June-Friday 17th June 2016-Year 1 Phonics Screening Check Week. I am not able to authorize any requests for holiday absences at these times for pupils in these year groups.

I hope that you will support our efforts to raise attendance and attainment at Denton CP School. We have a duty to follow the Department for Education's regulations and guidance, and we want your child to have the best possible start in life. Regular attendance at school is a key part of this. This year, once again, we will be reporting to you at the end of Term 3 and Term 6 on your child's attendance. At the end of each term any child who has 100% attendance will be entered into our special draw to win cinema vouchers (which can be used in Brighton or Eastbourne, for example). We want to improve the attendance of our pupils and I thank you for your support with this.

Best wishes,

A handwritten signature in black ink, appearing to read 'C. Yapp'. The signature is fluid and cursive, with a large initial 'C' and a stylized 'Y'.

Ms C Yapp
Head Teacher