



St. William of York Catholic Primary School

Brockley Park, Forest Hill, London SE23 1PS

Tel: 020 8690 2842 Fax: 020 8690 3623 Email: info@swoy.lewisham.sch.uk

Headteacher: Mrs Sharon Lynch

Deputy Headteacher: Mrs Lisa Whittle

15th October 2015

Dear Parents,

Last year, our Chair of Governors, Jonathan Douglas wrote to you explaining that the school will not automatically grant a leave of absence for you child during term time. This includes the days preceding, and following a holiday.

You may have seen, in the press and the media that regulations passed by the Government in September 2013 abolished the right of governors and headteachers to authorise up to 10 days of absence a year specifically for holidays.

Under current legislation, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school.

The exceptional circumstances which may be considered by Governors as valid for an authorised absence are limited and may include:

- A sacramental celebration eg, funeral, wedding for a close family member.
- Visiting a parent who works abroad
- Family crisis.

Absence will only be granted for any reason if they are satisfied exceptional circumstances exists. Any requests must be made in advance of any travel arrangements being made, or paid for, by parents.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority.

Yours sincerely,

Sharon Lynch (Headteacher)