

“Leaders, staff and governors share a passionate commitment to raise the aspirations and achievements of all the students who attend the school.”

Ofsted

13th February 2023

Dear Parents and Carers

Requests for Leave of Absence

I am writing to advise you of the School’s policy for dealing with requests for a leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on students’ progress at school. Analysis of our school’s data last year highlighted that at President Kennedy students who had attendance of 95%+ made twice as much progress compared to those students below 95%.

In 2013 the Government removed the right of headteachers to authorise absences specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers are only allowed to grant a leave of absence, for any reason, if they are satisfied **exceptional circumstances** exist.

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

If, due to **exceptional reasons**, you do need to request a leave of absence for your child, please do so in writing to me as early as possible before the start of the proposed absence.

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

President Kennedy School’s Attendance Policy can be found on the school website at www.pks.coventry.sch.uk / *About Us* / *Policies*.

Yours sincerely



S Rooke
Acting Headteacher