

"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."
Ofsted

February 2022

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you of the School's policy for dealing with requests for 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.

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 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](http://www.pks.coventry.sch.uk/About%20Us/Policies).

Yours sincerely



N Clayton
Headteacher