



Brereton C of E (A) Primary School

School Lane, Brereton Green, Sandbach, Cheshire CW11 1RN
Telephone: 01270 685125
e-mail: head@breretonps.cheshire.sch.uk
Website: www.breretonprimaryschool.org.uk
Headteacher Mrs SJ Riley

25th July 2017



Dear Parents,

Attendance - Leave of Absence

PLEASE NOTE FROM SEPTEMBER 2017 CHESHIRE EAST ARE RE-INSTATING FIXED PENALTY NOTICES FOR UNAUTHORISED HOLIDAYS DURING TERM TIME. HOLIDAY REQUESTS FOR THE NEW ACADEMIC YEAR 2017-2018, BOOKED AFTER 31ST JULY 2017 MAY BE SUBJECT TO A FIXED PENALTY NOTICE BEING ISSUED.

Any request for other leave of absence must be presented to the school office on an Application form (found on the School's website under Parents, Absence Request), at least three weeks in advance. This three week notice period will only be waived in exceptional circumstances. The application form must be completed by the Parent / Carer with whom the student normally resides. Once a decision has been made, this form will be returned to the parent/carer indicating whether or not permission has been granted.

Please note :

- The School will decide if the request can be authorised or unauthorised in line with Cheshire East Council guidelines.
- Leave of absence will not be granted unless there are exceptional circumstances relating to the application. (appendix 1)
- The taking of holidays during term time is unacceptable and will not be authorised.

PENALTIES FOR UNAUTHORISED ABSENCE

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

Please note the Attendance Policy is available to view on the School's website.





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INVESTOR IN PEOPLE



Appendix 1

Leave of absence in exceptional circumstance:

The head teacher may only grant leave of absence for exceptional circumstances. Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if the Headteacher is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance - The Education act 1996 S4444(3)f states 'on any day exclusively set apart for the religious observance by the religious body to which his/her parent belongs'
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on the parents to show clear evidence that this absence is absolutely an exceptional circumstance . In difficult family situations the Headteacher may use his/her discretion in granting leave.

Yours sincerely

T. Collier.

Mr T Collier
Assistant Headteacher