



Dear Parents and Carers,

### **Attendance Update and Term-time Holiday Requests**

As from September 2013 changes to the current absence request and authorisation procedure will come into force. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments can be found on the Department For Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>)

The Education (Pupil Registration) (England) Regulations 2006 currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers can also currently grant extended leave for more than ten school days in very exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. From September 2013, Headteachers may no longer grant any leave of absence during term time unless there are very exceptional circumstances. If it is agreed that the circumstances are exceptional and leave is granted, Headteachers are required to determine the number of school days a child can be away from school.

Fixed Penalty notices (fines) may be issued to parents/carers when there is unauthorised absence from school. Unauthorised absence is absence without permission from the school. This

includes all unexplained or unjustified absences. It also includes repeated late arrivals at school with no explanation. For further information about the issuing of Fixed Penalty Notices please follow the link below:

[http://www.westsussex.gov.uk/learning/schools\\_ages\\_4-16/information\\_for\\_parents/attendance\\_truancy\\_and\\_exclus.aspx](http://www.westsussex.gov.uk/learning/schools_ages_4-16/information_for_parents/attendance_truancy_and_exclus.aspx)

or you are welcome to collect a leaflet explaining Fixed Penalty Notices, from the school office.

This matter has been discussed with Headteachers of schools within the Littlehampton Locality and an agreed approach to 'exceptional circumstances' will be adopted from September.

If you have any questions or concerns about this change, please do not hesitate to get in touch and I will be happy to discuss this matter with you.

Janet Llewelyn  
Headteacher