



Oakmeadow Primary School 
Part of the Marches Academy Trust

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Dear Parents and Carers,

Leave of absence (Holidays in Term Time)

As of 1st September 2013 there has been a change in the School Attendance Regulations from the Department of Education. Where there used to be the option for the Headteacher to grant leave of absence for the purpose of a family holiday during the term time in "special circumstance" of up to ten days in a year, **this has now been removed.**

Headteachers are now only allowed to authorise any leave when an application has been made in advance and it is felt to be exceptional circumstance: **the annual family holiday would not be deemed an exceptional circumstance.**

When considering an application for leave of absence the headteacher will need to decide whether it is highly unlikely that the event will occur again in a child's school life.

The changes now made by the DfE to the Education (Pupil Registration) (England) Regulations 2006 mean that our school policy has changed.

- Holidays during term time can no longer be authorised.
- An application for absence needs to be submitted prior to the date of absence.
- Leave of absence will only be granted due to exceptional circumstances.

It is important to remind all parents/carers that medical appointments should be made outside of school hours. Dentist, optician and doctor appointments can all be booked during holiday periods, weekends and after school unless for emergencies.

Hospital appointments are slightly different and we would request evidence of these appointments prior to the date.

I am aware there is some confusion on this and would like to take this opportunity to clarify some of the details:

- **HOLIDAYS:** This is a government led agenda. School are required to provide evidence of

Sporting values:



School values:



School motto:



LEARNING AND GROWING TOGETHER

- exceptional circumstances for all leave requested. **Unfortunately this is something we have no flexibility on. I appreciate there are real reasons why sometimes leave is needed and I can assure you all cases are looked at in detail. The information given is assessed with the Educational Welfare Officer and where we can see the exceptional circumstances we are happy to support. However, as a school, we have to abide by rules given to us from the government.**

- **MEDICAL APPOINTMENTS:** the initial letter stated: (as above)

It is important to remind all parents/carers that medical appointments should be made outside of school hours. Dentist, optician and doctor appointments can all be booked during holiday periods, weekends and after school unless for emergencies.

Hospital appointments are slightly different and we would request evidence of these appointments prior to the date.

From this please know that as a school, appointments for medical needs will be respected. This is purely a reminder that if it is a routine appointment that could be made after school time, then this would be appreciated. This is a government led agenda, not a decision that has been made by school alone, ALL schools are now needing to following these rules. I appreciate this is sometimes an inconvenience, as a parent myself I can assure you that if your child **NEEDS** the doctor, dentist or optician **urgently** – please do not hesitate to take them! As it states- hospital is totally different and we would request evidence of these appointments prior to the date.

I hope this makes this situation clearer.

Yours sincerely,



Samantha Hill
Head of School

Sporting values:



School values:



School motto:



LEARNING AND GROWING *TOGETHER*