



Queens' Federation

Queen Emma Primary School

Gunhild Way Cambridge CB1 8QY

T: 01223 714300

E: office@queenemma.cambs.sch.uk
www.queenemmaschool.org.uk

Dear Parents and Carers

The Governors and staff are very concerned about the number of children absent from school during the past few years due to holiday. We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, there are times where a parent may request leave of absence. In accordance with the Education (Pupil registration) (England) (Amendment) Regulations 2013, Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Prior to any leave of absence, a request should be made by completing a 'Leave of Absence' form which can be found on the reverse of this letter. Each request will be considered on an individual basis and you will be informed, in writing, as to whether the request meets the criteria for an authorised absence. Holidays during term time will not be authorised.

In line with Local Authority guidelines, any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more, not authorised by the school (under the exceptional circumstances rule), may receive a Penalty Notice. Therefore Penalty Notices may be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. For further information see the following website:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/education-your-rights-and-responsibilities/term-time-holidays/>

All absence is regularly monitored by the Education Welfare Officer who may request a meeting with parents when this is deemed necessary.

Yours sincerely

Sarah Jarman

Executive Headteacher

Request for Absence of Pupil from School

Requests for absence will only be accepted in exceptional circumstances. Please state your reasons for requesting absence below. Absence not agreed by the Governors will be recorded as unauthorised and a Penalty Notice may be issued. The Educational Welfare Officer regularly monitors such absence and may request a meeting with parents when this is deemed necessary.

This form should be completed by the parent or carer of the pupil and returned to the school office.

I request that _____ (name of pupil/s)

In Class(es) _____ be granted leave of absence from school from

_____ (date) to _____ (date) inclusive.

Please give detailed information about the reasons for your request for your child(ren) to be absent from school. Insufficient information will mean that your request will be unauthorised.

Signed: _____ (Parent/Carer)

PRINT NAME: _____

Date: _____