



Castledon School

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Dear Parents/Carers,

27th April 2023

I am writing to clarify the school's position on requests for leave of absence during term time and what can be permitted in exceptional circumstances, as I have seen a sudden increase in leave requests, which I have not authorised.

As a school we are committed to ensuring that all our students receive the education they are entitled to. Regular attendance at school is a crucial part of this and we encourage all parents to ensure that their child attends school regularly and on time.

Headteachers have very limited discretion to authorise leave of absence during term time. We are not permitted to authorise any term-time holidays or days out except in exceptional circumstances.

We understand that some families may prefer to take holidays during term time to avoid the crowds and the increased costs associated with peak season travel. While we empathise with this perspective, it is important to note that I am not permitted to authorise holidays in term time, except in exceptional circumstances as defined by the regulations.

It is important to note that the definition of "exceptional circumstances" is very narrow and does not include family holidays or days out. This means that Headteachers cannot authorise such absences and parents can be fined for taking their child out of school without permission.

However, there are some exceptional circumstances where we may be able to authorise time off during term time. These may include:

Serious illness or hospitalisation of the student or a close family member	Bereavement of a close family member or attending a family funeral	Attendance of a wedding of a close family member	Religious observance where the day is set aside for religious observance by the religious body to which the family belongs	Unavoidable medical or dental appointments which cannot be scheduled outside of school hours.
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Please note that in all cases, we may require evidence to support the request and we will consider each request on a case-by-case basis.

We appreciate your cooperation in this matter and hope that you will support us in our efforts to provide the highest quality education possible.

If you have any questions or concerns, please do not hesitate to contact me.

Kind regards,

S Holliday
Simon Holliday
Headteacher

