



Dove Bank Primary School

Putting Children First



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Head of School: Mrs. Andrea Fletcher

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Dear Parent/Carers

I would like to clarify the school's position regarding holiday or leave of absence in term time. Dove Bank Primary School will only grant an authorised mark to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Parents may request leave of absence for exceptional circumstances. A form needs to be filled out and submitted to the school office with as much notice as possible.

Dove Bank Primary School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously. In line with Legislation, it remains that schools are no longer able to authorise leave of absence unless there are exceptional circumstances. Our attendance policy can be found on our website.

Holidays are NOT permitted in term time. Requesting holidays because it is cheaper to go in term time is not a valid reason, neither are celebrations abroad considered a necessity.

Holidays should be taken in holiday time of which we have plenty of weeks available. These include Autumn half term, Christmas, Spring half term, Easter, Summer half term and our Summer holiday.

Our recent Ofsted report stated that 'Some pupils are improving their attendance. However, despite action to improve attendance, there are still some pupils who miss too much of the school's high-quality education'.

Following the Supreme Court ruling on 6th April (Isle of Wight Case), if a child has unauthorised leave of absence, Leicestershire County Council may issue a parent with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days) or, the case could be referred by the Local Authority to the Magistrates' Court for the purposes of criminal prosecution.

Thank you to our families who work hard to ensure that their child/children are in school every day to receive the high quality of education on offer and I hope this explains how the school will deal with requests for leave and any holidays taken in term time.

Thank you for your understanding,

A Fletcher

Mrs. A. Fletcher
Head of School

