



# ST. HILD'S CHURCH OF ENGLAND SCHOOL

KING OSWY DRIVE • HARTLEPOOL • TS24 9PB

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**Headteacher:** Mrs. T. Gibson, BEd. Physics.

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At St. Hild's Church of England School we aim to provide all of our pupils  
with a world class education in a Christian context.  
We expect to find God at work in our school.

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THE CHURCH  
OF ENGLAND

25<sup>th</sup> September 2019

Dear Parent/Carer

## Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents/carers may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupil's progress at school.

With effect from September 2013 the government has abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstance exist. Instead, headteachers will only be allowed to grant leave of absence for any reasons if they are satisfied exceptional circumstances exist.

**The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.**

If due to exceptional reasons you need to request leave of absence please submit a Leave of Absence Request Form (available on our website) to me at least 4 weeks before the start or the proposed absence.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority

Yours faithfully

Mrs T Gibson  
Headteacher



*"I have come that they may have  
life in all its fullness." - John 10:10*

