

Children's Services
Director: Jenny Coles



County Hall CHO126
Hertford, SG13 8DF

Tel: 01992 555034
Fax: 01992 555719
E-mail: andrew.simmons@hertfordshire.gov.uk
Our ref: AS/LS
Your ref:
Date: 11th November 2014

Dear Parent/ Carer,

I understand that you are unhappy with the Headteacher's decision not to authorise time away from school to allow your child to take part in a family holiday.

Changes to legislation, which came into force in September 2013, made clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher. If your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

The power to authorise an absence rests with the Headteacher and not with the local authority. If you are unhappy with the Headteacher's decision you should follow the school's complaints policy.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday periods you will be supporting your child's full school attendance, learning and development.

Yours sincerely

A handwritten signature in black ink, appearing to read "Andrew Simmons".

Andrew Simmons
Deputy Director for Children's Services, Education