

Brandhall Primary School

Inspire Believe Achieve



Headteacher : Miss E. Hart B.Ed (Hons) NPQH Deputy Head : Miss R. Summers B.Ed (Hons)

14 July 2017

Dear Parents / Carers.

We wanted to inform you of some changes made by Sandwell Council regarding requests for leave of absence in term time.

A standard leave of absence request form has been issued by the local authority, which will be used in all schools in Sandwell, where requests for leave of absence are made by parents / carers. This form will be available for use at Brandhall Primary School from 1 September 2017 and can be obtained from the school office.

Please may I draw your attention to some important points and changes

Only the parent / carer who has parental responsibility, and with whom the child normally resides for most of the time, can make an application for leave of absence for their child. A parent/carer who does not live with the child cannot apply for leave of absence. The local authority advises that if such requests are made, they should be rejected by the school.

Parents/carers should ensure that an application is made in advance of any leave of absence to be taken. Please ensure all applications are submitted and that a decision has been provided to you, before any firm booking or payment is made in relation to a leave request. All applications should be submitted to the school office at least 6 weeks before the leave; this will then enable us to process the request and contact you to discuss the leave request as required.

I am aware that on rare occasions, leave of absence may need to be taken at short notice due to specific circumstances. It is important that parents / carers ensure all information is provided with the application for leave of absence, and that the reasons are specified clearly on the application form. Further documentation may be requested to assist with the decision-making and in determining if the leave request should be considered as an 'exceptional circumstance' and authorised.

Please be aware that leave of absence requests for holidays in term time and for visiting relatives are not considered as 'exceptional circumstances' and subsequently are not routinely authorised at Brandhall Primary School.

Parents / carers will be notified whether the leave request has been agreed or rejected. Contact will be made with parents / carers either verbally or in writing.

If a decision is made to reject the leave request and the leave is still taken in term time, the child's absence will be recorded as 'unauthorised' and may then be referred to the Attendance and Prosecution Service within Sandwell Council. I am informed that this will then result in a fixed penalty notice fine being issued by the local authority.

If you have any questions regarding this information, please do not hesitate to contact Mrs Stewart, Education Welfare Officer, who will be pleased to advise you further.

Yours sincerely

Miss E Hart
Head Teacher