8th December 2014

Dear Parents

**Request for Leave of Absence**

As you are now fully aware there have been amendments to education regulations. These amendments make it clear that Headteachers may not grant any leave of absence during term times unless there are exceptional circumstances. The criteria for exceptional circumstances include personnel returning from/embarking upon a tour of duty abroad; medical or emotional rehabilitation; or time with a terminally ill relative.

I suspect you are also aware of the link between attendance at school and levels of achievement. There is ample evidence to indicate that those pupils who have excellent attendance tend to do very well at school compared to those with poor attendance or periods of absence.

With these two things in mind, the Headteachers of each of the Chipping Norton Partnership Schools (CNPS) have agreed the wording of this letter so that we are giving the same strong message. Schools have the right to fine parents under the new regulations but this is not a route we want to have to go down. Could we, therefore, respectfully ask that you do not request leave of absence for your child/children as it is very likely to be turned down.

Yours faithfully

Lorna Buchanan

Headteacher