

# The Alderton Infant School

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Alderton Hall Lane, Loughton, Essex IG10 3HE  
Tel: 020 8508 7168 / 2521  
Headteachers: Mrs. S.A. Dalby Ms J. M. Lunn



September 2013

Dear Parents and Carers

## LEAVE OF ABSENCE

You may be aware that the government has made a recent change to its policy on pupils having holidays during term time. They have changed it so that family holiday **cannot** be authorised.

We have adjusted our attendance policy so that it now states:

“Holidays will not be authorised due to amendments that have been made in the Education (Pupil Registration) (England) (Amendment) 2006 Regulations from September 2013”

Regulations state that: “The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers will determine the number of school days a child can be away from school if the leave is granted.”

Exceptional circumstances must be recorded in writing and submitted to the governing body. We are obliged to submit all unsuccessful applications for school leave to the Educational Welfare Service if children are absent from school during the requested period. The Education Welfare Service will then decide what further action to take.

We trust you will support the school on this important matter.

Yours sincerely

J M Lunn  
Junior Headteacher

S Dalby  
Infant Headteacher