

OAKFIELD SCHOOL

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Headteacher: Mrs R M Davies BHEd (Hons)



Dear Parent/Carer

TERM-TIME HOLIDAY LEAVE OF ABSENCE

As you know pupils of School age must, by law, attend school regularly. If your child is to be away from school you need to ask for leave of absence and complete a request form, in order for this absence to be approved under exceptional circumstances (authorised).

You cannot yourself authorise a child's absence. Oakfield School, the Children & Family Social Care and many parents are working in partnership to enable children to reach their full potential and this requires regular attendance at School.

Therefore the legislation on School attendance for allowing holidays in term time has changed from 1st September 2013. Oakfield is unable to approve leave of absence during term time unless there are exceptional circumstances.

Recently there has been attention in the press when a case was brought to Court by a parent. The case was unsuccessful for the parents as the decision of the Supreme Court was to uphold the Department for Education's regulations in order to ensure that children across the country attend school regularly.

It is the School's duty to uphold the law and adhered to all procedures which are stipulated by the Department of Education and Hull City Council Local Authority.

I think it is important that all parents should be aware of the implications of taking holidays during term-time as this can seriously disrupt their child's progress and achievements. Not only do children miss the teaching provided on the days they are away, they are also less prepared for lessons after their return to school. Your child's progress is likely to be seriously reduced and there with a risk of underachievement in the future. Your child's absence can also disrupt the rest of the class and there will be additional work and planning for teachers.

The request for holidays is not covered by the exceptional circumstances, therefore I am not currently willing to agree to (authorise) any holiday absences. If you have any questions or want to discuss this further, please contact Leanne Foley. We look forward to hearing from you, should you wish to discuss this further, please contact the school office if you wish to make an appointment.



Artsmark
AWARDED BY ARTS COUNCIL ENGLAND

If, however you take your child out of school for an unauthorised holiday, I am required to notify the Local Authority who may issue a Penalty Notice fine of £60.00 to be paid within 21 days; if no payment is received the Penalty Notice will increase to £120.00 to be paid within 28 days.

LEAVE OF ABSENCE REQUEST PROCEDURES

All requests for any child been taken out of school during term time must follow procedures:

You must submit a leave of absence request form .This must be sent back to the school at least 4 weeks prior to taking your child out of School. Again please be aware that we can not authorise or permit holidays during term time unless it is under exceptional circumstance. Leave of absence forms are available on request from the school office.

The school will write to you with their response. If your child's leave of absence is not granted it will be categorised as an unauthorised absence, and if you continue to take your child out of school, this may result in a penalty notice (fine) being issued to you.

Yours Sincerely

Rachel Davies
Headteacher