

Dear Parents/Carers

Knowsley Central School is working in partnership with parents/carers to consistently improve school attendance. We would like to congratulate the many parents/carers who make sure their children attend school regularly.

I informed you in my welcome to the new term letter, that I would be writing to all parents/carers with regard to school attendance and your legal responsibility to ensure your child receives appropriate education.

I also wrote to inform you of the proposed changes to the Education (Pupil Registration) (Amendment) regulations regarding leave of absence for pupils going on holiday.

The amendment in legislation made it clear that from the 1st of September 2013 Head Teachers **may not** grant leave of absence during term time unless there are exceptional circumstances.

Additionally

- All requests for leave of absence in term time must be made in advance in writing on the leave of absence request form available from the school.**
- The granting of leave of absence does not set a precedent for similar future requests and the frequency/duration of such leave periods will need to be considered as factors in any decision.**
- The Local Authority will use the full range of sanctions where leave of absence is taken without the permission of the school**

I enclose some guidelines that provide further information to support your child attending school regularly. If you have any questions or queries, please do not hesitate to contact me to discuss them with you.

Yours Sincerely,
Debbie Buxton