

Headteacher: Christopher Anders BA (Hons) MA

December 2017

Dear Parent/Carer

As you may be aware Hampshire County Council have issued the following guidelines regarding students taking leave of absence in term times:

“Children have 13 weeks’ annual holiday from school and school holiday dates are published well in advance online. As such, all parents/carers are expected wherever possible to plan and take their family holidays at this time so as not to disrupt their children’s education. Education law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a head teacher grant permission for leave; and it is the head teachers decision on whether the absence is exceptional and how many days to approve”

At Park Community School our procedure is that in the first instance, parents/carers should notify the school and make an appointment to meet Ms Bannard in order to complete the relevant leave of absence request. This meeting should take place, ideally, before anything is booked, but at the very least before the student is absent. Any absences without this meeting taking place will be recorded as unauthorised, which will result in a fine being issued, as follows:

You are advised that parents/carers are required by law to ensure that their children attend school regularly and punctually. Failure to do so may result in prosecution under the Education Act 1996, section 444(1), and 444(1A). The Local Authority is empowered to issue Penalty Notices to parents/carers whose children fail to attend school regularly and punctually as the absence has been recorded as unauthorised. As a school we are issuing this warning in line with Hampshire County Council’s Code of Conduct for issuing Penalty Notices.

Once this meeting has taken place, for students in Years 7, 8 and 9, the leave of absence may be authorised at the discretion of the school.

For students in Years 10 or 11, no leave of absence will be authorised at any point in the school year and if a student is absent one month before an exam period or during exam weeks, whether mock exams and external exams, then parents/carers will be fined as attendance at this time is crucial to a student’s progress. This could also result in your child not being eligible for an invitation to the prom.

If you have any queries regarding this process, please contact Claire Hulme in the first instance on 02392 489 800 ext 240.

Yours faithfully



Mrs R Dare
Assistant Headteacher



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as a Specialist Arts,
Science & Maths School

