



Queens' Federation

Queen Edith  
Primary School

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Executive Headteacher:  
Mrs C M Peet M.A.

Dear Parents and Carers

The Governors and staff are very concerned about the number of children absent from school during the past few years due to holiday. We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, there are times where a parent may request leave of absence. In accordance with the Education (Pupil registration) (England) (Amendment) Regulations 2013, Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Prior to any leave of absence, a request should be made by completing a 'Leave of Absence' form which can be found on the reverse of this letter. Each request will be considered on an individual basis and you will be informed, in writing, as to whether the request meets the criteria for an authorised absence. Holidays during term time will not be authorised.

In line with Local Authority guidelines, any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more, not authorised by the school (under the exceptional circumstances rule), may receive a Penalty Notice. Therefore Penalty Notices may be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. For further information see the following website:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/education-your-rights-and-responsibilities/term-time-holidays/>

All absence is regularly monitored by the Education Welfare Officer who may request a meeting with parents when this is deemed necessary.

Yours sincerely

Caroline Peet  
Executive Headteacher