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The West Bridgford School

A Specialist Technology College

Our ref. EAH/EA 1 July 2009

Letter to all parent/carer(s)

Dear Parent/Carer(s)

Students' leave of absence

From September we will be introducing changes with regard to authorising leave of absence during term time. This is to bring us in line with the Department for Schools, Children and Families (DSCF) guidelines and follows advice received from Nottinghamshire Education Welfare Service. Nationally, Government policy is to encourage schools to minimise the amount of teaching and learning time lost as a result of term time holidays and our changes are intended to bring us in line with this requirement.

Should you be thinking of booking a holiday during term time, I would ask that you consider the following points contained in the DCSF guidelines:

- Time off school for family holidays is not a right. Schools may grant up to 10 days 'holiday leave' in special circumstances such as following a bereavement if family members need to spend time together.
- Permission must be sought in advance.
- If the application is refused and you still take your child out of school, the absence will be treated as unauthorised and could result in you receiving a penalty notice.
- Absence from school during term time will not be authorised for the following reasons:
 - availability of cheap holidays
 - availability of desired accommodation
 - day trips
 - overlap with the beginning or end of term
 - poor weather experienced in the school holiday period
 - holidays booked before checking with the school

Should you have already made arrangements to go on holiday in term time, prior to learning of these changes, then the school will authorise this subject to suitable evidence being provided that these arrangements were already in place and your child's level of attendance is satisfactory.

Applications for leave of absence can be downloaded from the school website or requested from Student Services. They should be returned to Student Services giving at least 4 weeks notice of the intended absence. Staff in Student Services will be able to assist you if you have any queries about a request for leave of absence.

Thank you in anticipation of your support in implementing these changes. We greatly appreciate the support we receive from parents in maintaining high attendance levels.

Yours sincerely

E. Hampson
Assistant Headteacher