



# St Paul's C of E (VC) Junior School

Paul Street, Shepton Mallet, Somerset. BA4 5LA  
Tel: 01749 343250

[office@st-pauls.somerset.sch.uk](mailto:office@st-pauls.somerset.sch.uk)  
[www.stpaulsjuniorsomerset.org.uk](http://www.stpaulsjuniorsomerset.org.uk)

Dear Parents and Carers

As you will know from previous communication, The Department for Education made changes to attendance regulations, in particular regarding term time leave and these came into force on 1<sup>st</sup> September 2013.

The schools in the Sheppey Valley Learning Partnership (SLP) implemented a policy a few years ago which reflected some of these changes. This policy has been reviewed by all of the SLP schools (Summer 2015) to reflect all of the DfE guidance. The following now stands in all local schools;

Head Teachers can only grant term **time leave** in **exceptional** circumstances.

If leave is requested and not authorised but goes ahead, the Head Teachers can make an immediate referral for a penalty notice to be issued when the leave has totalled five consecutive days (10 sessions). Please note that;

- All requests for term time leave must be made in writing using the term time leave request form.
- All requests (unless for short notice instances such as funerals) must be made **four weeks** in advance of the proposed leave.
- The request must clearly state why the leave is for exceptional circumstances.

If the leave is **not** authorised and the child is still taken out of school for a period of at least **five** consecutive days (or five non-consecutive days if taken over the course of twelve weeks) the Head Teacher will follow the DfE guidance and refer the parents for a penalty notice.

A referral for a penalty notice can also take place if a child has ten sessions of unauthorised absence in a twelve week period.

To enable the Head Teachers to apply this guidance fairly to all families, parents and carers may be asked to provide evidence (such as an appointment card record or a note from the doctor) if their child is absent from school for five or more days with illness.

If you have any questions to ask about these new regulations, please do not hesitate to speak to the Head Teacher. A copy of the schools updated attendance policy can be viewed on the school website or a paper copy can be requested.

Yours

Mr Chris Partridge  
Headteacher