



Brook House Junior School
School Road, Beighton, Sheffield, S20 1EG
Telephone: 0114 2487754
Fax: 0114 2511948
E.mail: enquiries@brookhouse.sheffield.sch.uk
Headteacher: Mr M Hinchliff

June 2013

Re: Changes to the regulations for term-time holidays

The Department for Education (DfE) has issued amendments to the regulations around school attendance and the taking of holidays during term-time. The full details of these amendments are on the DfE website www.education.gov.uk. All schools must comply with these regulations.

Currently, Headteachers are able to use their discretion to grant up to 10 days of authorised absence per year for holidays during term-time. However, from 1st September 2013 the amended regulations remove any reference to holidays and time limits.

The DfE makes it very clear that from next September Headteachers *cannot* authorise any leave of absence, including holidays, unless there are exceptional circumstances. Any absence without this agreement will be classed as unauthorised absence and would go down on the student's records. Unauthorised absences can lead to fixed penalty notices and/or prosecution. If authorised, the Headteacher is also able to set a time limit on the leave of absence.

Exceptional circumstances are described as unique or one-off events. They might include family emergencies, a sudden change in circumstances or a once-in a lifetime opportunity. Visits from family members or opportunities for discounted holidays will not constitute exceptional circumstances. Also, in making any decision, a Headteacher will take other factors into account such as the student's attendance record.

There will be a common approach to all leave of absence requests in all of the Westfield Family of Schools.

Westfield Family of Schools:

Mrs A Chipchase
Beighton Nursery Infant School

Ms S Lloyd
Mosborough Primary School

Mr M Hinchliff
Brook House Junior School

Mrs L O'Halloran
Reignhead Primary School

Mrs C Newton-Wall
Emmanuel Junior School

Mrs S Hearnshaw
Shortbrook Primary School

Mrs R Kurcewicz
Halfway Junior School

Mrs H Stokes
Waterthorpe school

Mr S Varnham
Halfway Nursery Infant School

Mr A Ireland
Westfield School