

Dear Parent/Carer

The Parkside Learning Partnership consists of the following schools;

- Brampton Primary School
- Parkside Community School
- Spire Infant School
- Spire Junior School
- Whitecotes Primary School
- William Rhodes Primary School

We work together to serve our community in the best interests of our children and families. Where possible we implement policies consistently across our schools so that there is a shared and common understanding.

Following the amendments to the Education (Pupil Registration) (England) Regulations 2006 recently made by the Government, we met to discuss the best way to ensure consistency across our schools for exceptional leave. The amendments to the regulations state that Headteachers may not grant any leave of absence for holidays during the term time unless there are **exceptional circumstances**.

As a result of these changes we will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term
- Birthday of student or family member

Parents needing leave of absence for exceptional circumstances should complete a form at least two weeks before the start date. The reason for the request should be given in detail. Absences cannot be authorised retrospectively.

In order to comply with our safeguarding responsibilities we need to establish the whereabouts of students who do not arrive at school. If we are unable to contact you, we may have to register your child as missing from education. This would involve notifying the Education Welfare Services and Police Department. It is therefore vital that you inform school of all leave of absences you intend to take.

We would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Services. Parents could be issued with a fixed penalty notice and/or court action.

We thank you for your continued support with attendance and punctuality as it is important that we work together to ensure the best future for your children.

Please note, any leave authorised prior to September 2013 will be honoured.

Yours faithfully

Fiona McLaughlin  
Headteacher

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Have you missed any school letters?  
All general letters are available to view on our website.



**Tel:** 01246 234727 (Infant School)  
01246 209618 (Community Nursery)  
01246 208907 (Specialist Nursery)

**Fax:** 01246 234727

**E-mail:** [info@spire-inf.derbyshire.sch.uk](mailto:info@spire-inf.derbyshire.sch.uk)

**Website:** [www.spire-inf.derbyshire.sch.uk](http://www.spire-inf.derbyshire.sch.uk)

