

September 2011

Dear Parent/Carer

Following discussion with Grove Governors and local Primary Headteachers I would like to clarify the position with regard to holiday requested during term time.

Holiday during term time is actively discouraged by the school and LA.

As parents/carers you may be aware that the government has increased the focus on attendance as part of the drive to raise standards. Evidence shows that the higher a student's attendance the more likely they are to achieve their potential. Each year the school is required by the government to set a target for student attendance. As part of the monitoring process all our attendance data is regularly submitted to the Local Authority and we have an Education Welfare Officer attached to the school who works closely with our Heads of House/ Progress Leaders.

In **exceptional** circumstances parents may request leave of absence; the procedure is as follows:

Parents should complete a request for leave of absence form (HT1) explaining the exceptional circumstances and return it to school.

On receipt of this request the following will be considered;

1. The student's previous attendance (if below 90% request will not be authorised)
2. The stage in the student's education (transition periods from Year 6 to Year 7 and from Year 9 to Year 10)
3. The time of the school year with regard to examinations (see note below)
4. The Key Stage the student is in (see note below)
5. If the student has had any previous holiday (requests will only be considered if total is 10 days or less)

Note on point 3

Internal school exams are held in March, April and May for all students from Year 7 to Year 10. Details will be in the school calendar.

Note on point 4

Requests will **not** be authorised for Year 11 students or Year 10 students. Due to the type of GCSE courses followed students in Years 11 and 10 have external exams throughout the year which form part of their final GCSE or course grade. In addition to exams students are required to undertake 'controlled assessments' in most of their subjects. These are scheduled by individual subject areas and marks are submitted which count towards the final GCSE grade.

The Headteacher has the discretion to authorise requests for leave of absence in exceptional circumstances.

Yours sincerely

Ms. J. Radbourne
Headteacher