



Oldfield Primary School

Bray Road, Maidenhead, Berkshire, SL6 1UE

Telephone: 01628 621750

Website: www.oldfieldprimary.com

Headteacher: Mr Richard Jarrett

Windsor &
Maidenhead

13th September 2013

Dear Parents

The Secretary of State has made the following Regulations which came into force on the 1st September 2013, concerning leave of absence from school.

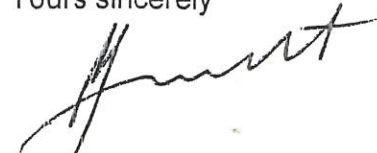
The implications for schools and parents are as follows:

- Any absence requested by a parent should be referred to as "leave of absence"
- Only applications made well in advance can be considered (14 days notice)
- Heads are prohibited from granting leave of absence except in "exceptional circumstances"
- Reference to "holiday" absence must be removed

Leave of absence can now only be given by Headteachers for exceptional circumstances and normal leave of absence for a holiday would be classified as unauthorised. Unauthorised absence will attract the attention of the Education Welfare Officer and may result in a fixed penalty fine. Parents should still contact the school in the same way when applying for exceptional leave.

If you have already booked, or are planning leave of absence for this academic year, I would be grateful if you would contact me to discuss the situation.

Yours sincerely



Richard Jarrett
Headteacher