

Bryn Offa Church of England Primary School

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Headteacher: Mr P Thompson



Thursday 7th June 2018

Dear Parent/Guardian,

Requests for Authorised Absence in School Time

There have been a number of changes to procedures recently so I thought it would be worth bringing the changes to the attention of parents, and also to remind parents about the procedures that have remained the same.

Requests for absence in school time must be made on the new form which can be obtained from the school office. Requests cannot be processed on the old forms so these will be returned if they are used. This form is called the "Request for Authorised Absence" and it should be used to request any form of absence from school that does not fall into the normal medical appointment absence.

As I am not allowed to authorise any holidays, these will automatically be unauthorised and if taken, parents risk prosecution. This process has tightened up so prosecutions are very likely. I am concerned that some parents have tried to circumvent the legal process by claiming illness. However, this means involving children in lying to the school which I am sure all parents agree is not the message we want to give to the children. In these circumstances, parents will be served with a warning notice from the local authority and will be required to provide medical evidence for all future absences over the next two years otherwise the absence will be unauthorised. Unauthorised absence is liable to be prosecuted by Shropshire Council.

I do have a very small number of circumstances in which I can authorise an absence, but only in the case of exceptional circumstances. There is very clear evidence that taking children out of school damages their education and it should be avoided where possible.

If you have any queries, please do not hesitate to get in touch.

Yours sincerely,

Mr P. Thompson
Headteacher