



## Children's Services

Director: Jo Fisher

County Hall CHO126  
Hertford, SG13 8DF

Tel: 0300 123 4043  
Email:  
Our ref  
Your ref:  
Date: 14th September 2021

Dear Parent / Carer,

I understand that you are unhappy with the Headteacher's decision not to authorise time away from school to allow your child to take part in a family holiday.

Changes to legislation, which came into force in September 2013, made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher, if your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

The power to authorise an absence rests with the Headteacher and not with the local authority. If you are unhappy with the Headteacher's decision you should follow the school complaints policy.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday period you will be supporting your child's full school attendance, learning and development.

Yours Sincerely,

**Jo Fisher**  
Director of Children's Services