



**Colyton Primary School  
Kilmington Primary School  
Seaton Primary School  
Shute Primary School**

**Executive Head: Alan Simpson Tel: 07449 636430**

To all Parents / Guardians  
Axe Beacon Federation Schools

Tuesday, 29 July 2014

Dear Parents and Guardians,

I am writing to all parents and guardians of children in the Axe Beacon Federation Schools to raise the focus on an issue which I know causes upset and dissatisfaction amongst parents across the country. This issue is the taking of holidays during term time.

You will be aware that over the past few years the rules about absence from school have been tightened and severely regulated. These rules come directly from the present Government and are intended to ensure that all children receive an efficient full-time education.

You will know that the form for requesting holiday leave, which allowed the Headteacher to authorise up to ten days absence, was replaced with a request for absence form which does not allow the Headteacher any leeway with the rules, but the schools in the Axe Beacon Federation have given some flexibility for children who have excellent attendance.

Unfortunately, this flexibility has now been taken away from us because we must improve the situation. This means that we have to tighten our procedures further. Therefore, from September 2014 the Headteacher cannot authorise any absences during term time apart from genuine illness and the special reasons outlined on the absence request form. These include unavoidable medical / dental appointments (although these should be outside school hours if possible), religious observance days, seeing a parent on leave from the armed forces, external examinations and for Traveller children who are on the road with their parents.

Parents are required to inform the school, using the absence request form, before taking absence for any of the reasons above. Parents are also required to inform the school if their child is genuinely ill. The schools will continue to contact the parents on the first day of any unknown absence.

I am sorry that we are required to enforce this policy in full with immediate effect. I am aware this will cause difficulties for parents who do not have flexibility about their holidays and those who cannot afford the premium charged for holidays during the school holidays.

Yours faithfully,

A handwritten signature in black ink that reads 'A Simpson'. The signature is written in a cursive, slightly slanted style.

Alan Simpson  
(Executive Headteacher)