

# HITCHIN PRIMARY HEADTEACHERS CONSORTIUM

10<sup>th</sup> October, 2012

Dear Parents and Carers,

Regular school attendance is essential in order for pupils to maximize the opportunities available to them. All children, from Nursery to Year 6 follow a full learning programme, and can find themselves at a disadvantage when their education is disrupted due to absences.

In our consortium of headteachers, we are concerned about the increasing number of school days lost due to time out of school for holidays and short breaks. There is no automatic right to take children out of school during term time.

In order to address this, absence for time out of school for reasons other than illness are only authorised in wholly exceptional or compassionate circumstances. Should requests be made which do not fulfil these criteria any resulting absences will be unauthorised and appear as such on the pupil's records.

I hope that you will support us in our efforts to maximize the progress of all our pupils.

Yours sincerely,

The Hitchin Primary Headteachers' Consortium