

Headteacher: Mrs Rebecca Wycherley

Springfield Infant School

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Dear Parents and Carers,

Request for Leave from Learning in School Time

At Springfield School we work very hard to help your child to learn and achieve well. To do this, we need your help and support in many ways. One important way that you can help your child is to ensure that he or she attends school and arrives on time. There are many reasons for this:

- Good attendance means that your child will be able to get the most out of school and make the most of the opportunities offered to them.
- It will ensure that there are no gaps in their learning. This will mean that the important foundations for future learning will be strong.
- Being punctual is a skill that your child will need for life. It shows respect for others and that school is important.
- Children spend a small percentage of time at school. There are 175 days in the year for holidays and other activities. Please make every effort to book holidays and visit friends and family in this time only. It is important for your child to be at school the other days so that they can achieve and attain well.

The Government and West Sussex Policy states that Head Teachers may **not** grant any leave of absence during term time, unless there are **exceptional circumstances**. We are part of the fixed penalty scheme in West Sussex. Further information can be found in school or on the West Sussex County Council website.

I will not be authorising holiday absence during school term time. However if you feel that you qualify for taking 'leave from learning' due to exceptional circumstances please make an appointment to discuss this with me.

Thank you in anticipation of your support.

Yours sincerely,

A handwritten signature in blue ink that reads "R Wycherley".

Mrs Becky Wycherley
Head Teacher

