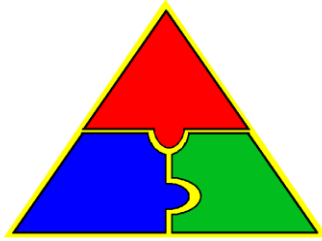


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**Pennaeth/Headteacher: Mr P Dickson**

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Monday 6<sup>th</sup> December 2021

Dear Parents/Carers,

**RE: New Attendance Policy**

The Governing Body has adopted a new local authority attendance policy. A copy of the new attendance policy is available on the school website by clicking on the 'School information' tab, 'Policies', and then 'Attendance policy 2021'. The link is: [Attendance-Policy-Autumn-Term-2021.pdf \(maesymynydd.cymru\)](#)

A significant change to the policy is 'Holidays during term time'. It states:

**The Local Authority recommends that no holidays are authorised in term time unless for exceptional circumstances...**

**Criteria for Exceptional Circumstances**

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- To attend religious festivals or services such as the wedding or funeral of an immediate family member. Proof may be requested
- Other compassionate circumstances e.g. family illness or family crisis. Proof may be requested.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided from a qualified professional such as a doctor.
- Where there are other factors which the Head teacher may consider exceptional circumstances, this may be referred to the Local Authority for advice.
- It should be noted that financial consideration are not deemed exceptional circumstances

Please be aware that these criteria will have to used by school when processing any new request for holiday forms.

Kind regards,

Phil Dickson  
Headteacher