

Our ref PH/NH
11 February 2014



The Polesworth School

ENSURING EXCELLENCE

Headteacher: Philip Hamilton BSc (Hons) MA
Deputy Headteachers: Jo Howell, Maura Favell

Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT
Tel : 01827 702205 Fax: 01827 702206
Email: admin@thepolesworthschool.com
website: www.thepolesworthschool.com

Dear Parent/Carer

Applications for Leave of Absence during Term Time

Further to previous information in Polesworth Matters I am writing to you to highlight the changes that took place in September 2013 with regards to applications for leave of absence during term time.

From today all requests for leave of absence during term time should be made directly to me using the application form which can be found on our website (www.thepolesworthschool.com) or is available from the School Office. You will also find a number of documents explaining the changes and how these affect you, which have been issued by the Attendance Compliance Enforcement Service (ACES) from Warwickshire County Council which is the body that enforces these regulations.

Yours sincerely

P Hamilton
Headteacher

