




# Hornbill School

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National Support School  
designated by  
  
National College for  
Teaching & Leadership

Acting Headteacher: Mr Craig Gill BA (hons) QTS NPQH

17 November 2017

Dear Parent,

## School Attendance Regulations Updated 2013

Hornbill School works in partnership with parents to provide the best education for every child and believes that regular attendance throughout the year is essential to every child's success.

Prior to 1<sup>st</sup> September 13, regulations allowed for pupils to be granted 10 school days of leave in special circumstances. These regulations also made specific reference to holidays as a reason for granting a leave of absence. In the case of SCE leave was also granted for post deployment circumstances.

However, from 1<sup>st</sup> September 2013, The Education (Pupil Registration) Regulations has removed all references to family holidays, extended leave and the 10-day statutory threshold. As a school we are now only able to authorise extended leave in **exceptional circumstances**. The full regulation updates can be found on the DfE website at:  
<https://www.gov.uk/school-attendance-absence>

Through discussion with the School Governance Committee and the Deputy Chief of Staff the following has been added to Combined Routine Orders(CRO) on a number of occasions prior to the Christmas Holidays and will be repeated at regular intervals:

### **SCHOOL HOLIDAYS and BFB STANDOWN PERIODS** (CRO Serial No. 199, Item 1293)

- 2. UK Law.** *Whilst we all serve in Brunei we remain subject to UK Law, part of which stipulates that children have to be in school for 190 days every year. This is not guidance or a suggestion, it is the law. This fact has been conveyed to all parents of children who attend Hornbill School during their child's enrolment, and has been reiterated by the Headteacher in a letter to parents. Hornbill School holiday periods are planned to reflect this law, and as a result all children must attend school during term time.*
- 3. Absences.** *The only authorised absence periods from School are the published School Holiday periods. Absences due to sickness are to be reported to the school immediately. Parents of children who are proven to have had a period of unauthorised absence may be subject to disciplinary proceedings in line with UK law.*
- 4. Exceptions.** *There are of course occasions when there is a valid reason - an exceptional case - where the child should be away from school for longer than the authorised absence periods. These will continue to be considered on a case by case basis by the School. An exceptional case does not include: the SP being granted more leave from work than the school holidays; travel to Nepal or the UK to visit relatives/ home/ friends. Cases that have a religious connotation to them may be considered, but the application must be supported by the Chain of Command (min OF3) and must provide an explanation as to what those circumstances are.*

Hornbill School is a MOD School, part of the MOD's Directorate Children and Young People.

To avoid any unauthorised absence we have changed the school calendar to accommodate requests from parents, and due to this additional leave outside of these designated school holidays cannot be authorised unless there are exceptional circumstances.

I strongly urge you to always consult with the school at least four weeks before making any plans that may involve a pupil's planned absence from lessons.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Craig Gill', written in a cursive style.

**Craig Gill**  
**Acting Headteacher**

