



Date as postmark

Dear Parent/Carer,

As I am sure you appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance disrupt their education, making it difficult for them to catch up on work they have missed. It is the schools responsibility to provide the best education possible. We can only do this if children attend regularly.

Over the past few years there have been increasing requests for holidays in term time as parents believe that pupils are allowed 10 days holiday from school in any one year. With effect from 1 September 2013 The Education (Pupil Registration) (England) Regulations 2006 have been amended and remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Requests for Leave in Term Time

- Any requests must be in writing on the "Notification of Term Time Leave" form at least 20 days in advance of the first day of leave (attached).
- Requests will be considered by the Headteacher.
- Any approval will be given in writing stating what has been approved.

If parents/carers take their children on holiday during term time and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carers can be issued with a notice one per family. If the fines remain unpaid and the child's attendance does not improve the parent/carers may be taken to court to be prosecuted under the higher charge of an 'aggravated offence'.

Thank you in anticipation of your co-operation.

Sarah Sims

Sarah Sims
Head of School

Executive Headteacher: Roisin Paul

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