

Headteacher:
Mrs Sharon Cross

Dear Parent,

Re: Family Holidays in Term Time

As you know, the law requires that pupils must attend their school regularly and normally we would not expect you to take your child on holiday in term time. A pupil's absence from school can seriously disrupt their continuity of learning. Not only do they miss out on taught lessons, but many children find it difficult to catch up when they return to school.

If, however, you do wish your child to be away from school during term time for the purpose of a family holiday you must request this in advance. We ask that you complete a request form (available from the school office) and give this to us at least two weeks in advance of any proposed holiday absence. You yourself cannot authorise your child's absence.

If you do have to ask permission to take your child out of school for a holiday we would ask that any leave of absence does not coincide with when your child is preparing for or is due to take important tests or examinations (your child's class teacher can give you advice on this).

Schools do not have to agree to absence for a holiday, although we have the power to do so. You can be sure that we will consider your request individually with the most important consideration being the effect such an absence would have on your child's education. We cannot legally authorise more than ten school days absence in a school year unless there are exceptional circumstances.

If we do agree to a holiday in term time it is very important that your child comes back to school promptly. Where a pupil fails to return within ten school days of the agreed time date and there is no good reason for this such as illness, we may remove your child from the school roll. This means that your child would no longer have a place at this school.

If you withdraw your child for a holiday during term time and we have not agreed that absence this will be recorded as unauthorised and will appear in both the school register and in your child's school report.

Working together with you to ensure that you child receives the most from his education is our aim and I hope I can count on your support in this matter.

Yours sincerely,

Sharon Cross
Headteacher.

PUPIL HOLIDAYS IN TERM TIME

Important notice to all parents and carers

The Local Authority has amended its Local Code of Conduct in respect of Penalty Notices issued for truancy to include unauthorised pupil holidays in term time. If a pupil accumulates 10 or more sessions of unauthorised holiday absence within the previous 6 month period of a current academic year, the school must notify the Local Authority and a Penalty Notice will be issued to each parent for each child where that applies.

A penalty of £50 will apply if paid within 28 days or £100 up to 42 days. If after 42 days the penalty has not been paid, legal proceedings will be taken through the magistrates court for the unauthorised absence.