

November 2017

Dear parent/carer

Please be aware that the school attendance policy is available to view on the school website. We would like to draw your attention to the section about holidays taken during term time.

In accordance with the Education (Pupil Registration) (England) (Amendment) Regulations 2013, Headteachers may not grant leave of absence during term-time, for the purpose of a holiday unless there are exceptional circumstances.

From 1<sup>st</sup> September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Headteacher **regardless of a child's wider school attendance.**

The penalty to be paid is £60 per parent/carer per student within 21 days or £120 per parent/carer (responsible adult residing with the student) per student within 28 days. This will be issued by the local authority based on the information provided by the school. Any appeal rests with the local authority. Please note that the school does not receive any monies from fines issued by Derbyshire County Council.

Any absence from school should be requested at least two weeks in advance (where possible) by completing an absence request form available from pupil reception at school. The attendance managers will consider the request based on information supplied in this form. Requests made after the absence will be unauthorised.

If you wish to seek any further clarification of the issues raised in this letter please do not hesitate to contact the attendance office at school where staff will be able to assist you.

Yours faithfully

Mr P Cummings

Headteacher