

Dear parent / carer,

re: School Attendance Policy, Holiday during term time and Fixed Penalty Notice

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. We know that missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all students and their families so as to ensure that all children have good attendance.

The Government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on **1st September 2013**. These state that headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the headteacher who determines the number of days a child can be away from school if the leave is granted.

School governors have approved changes to our Attendance Policy that reflect this change in Government policy. As a consequence of these changes, the school is unable to approve requests for leave of absence for reasons that are not considered to be special or exceptional.

Parents needing leave of absence for **exceptional circumstances** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

We would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service (EWS). From February 2015, **parents are likely to be issued** with a fixed penalty notice and/or court action by the EWS.

Thank you for your support and understanding. Should you need to discuss or support with any issues regarding attendance, please contact your child's year office.

Yours sincerely,

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

Mr P Cummings
Headteacher