



8 November 2019

Dear Parent/Guardian,

Holidays and Avoidable Absences in Term Time

We believe that in order for a pupil to fully benefit from their education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor to a productive and successful school career.

The changes in education regulations reinforced the Government's view that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in 'exceptional circumstances'. A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and, therefore, will not be authorised by this school. Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences.

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/guardian for each child involved. Currently, each Penalty Notice is £60, if paid within the first 21 days of issue, increasing to £120 if paid after 21 days and before 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated.

The school meets with the Education Welfare Officer (EWO) on a regular basis to discuss individual school attendance.

We understand the disappointment that the refusal of a leave request may cause but as you can appreciate this policy represents the school's responsibility and commitment in maximising your child's opportunities to succeed in their education. We hope you will support your child's education by ensuring that your son/daughter obtains the maximum benefit from their time at school by attending punctually for the 190 days each year that the law requires (unless prevented from doing so by an unavoidable circumstance). Please take the time to review the Attendance Policy and if you should have any questions, do visit the school office.

Thank you for your understanding.

A handwritten signature in black ink, appearing to read 'Aimee Mitchell'.

Aimee Mitchell
Headteacher