

Leave in Term Time

A very important message for all parents

Dear Parent,

We are writing to inform you that a 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, means that Head Teachers may no longer authorise leave during term time except where the circumstances are exceptional. This is also in accordance with the Local Authority's 'Leave in Term Time Guidance'. If your child takes leave that has not been authorised by the Head Teacher, it will result in the absence being recorded as '**unauthorised absence**' (O). Please understand that this may lead to the issuing of a penalty notice and legal action being taken. It may also result in your child losing their school place.

On any occasion that the Head Teacher refuses a request for leave in term time and the parent/carer proceeds with the leave, it will be recorded as '**family holiday not agreed**' or '**in excess of agreement**' (G).

*****If you are issued with a penalty notice, each parent will be fined a minimum of £60 or £120 depending on how soon payment is made. If that fine is not paid, you may be required to attend Court and this could result in a fine for each parent of up to £1000 per child.**

Being taken to Court could result in you having a criminal record.

If a pupil takes unauthorised leave in term time without the Head Teacher's permission, and does not return to school within 20 school days, the pupil may be deleted from the school register on the 21st day i.e. *they will no longer have a place at this school.****

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

If you believe there is an exceptional and urgent reason for your child to take leave during term time, please complete the required form which you can obtain from the School. It is the Head Teacher who will then make a decision on whether or not the leave can be authorised. For example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.

How does your child compare?

Attendance during one typical school year (190 days)	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed (6 per day)
95%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	Over 100 lessons
80%	38 days	8 weeks	Over 220 lessons
70%	57 days	11.5 weeks	Over 300 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Yours sincerely



Ms J Baker
Head Teacher