



24 May 2024

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. We are seeing the significant impact even one day of absence is having on pupil progress.

Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed. This is something we all have a responsibility to avoid.

The Department for Education (DfE) allows a Principal the discretion to consider authorising a holiday in term time only in "exceptional circumstances". If you consider that your request for a holiday is exceptional, you will need to notify the school on the details of this in writing. A response will be sent to you as soon as possible. This should be shared with the school at least 4 weeks before the start of the holiday.

If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised.

**In the case of unauthorised leave of absences, from August 2024, under a new national framework, the Local Authority will be notified of the leave of absence taken and a penalty notice will be issued. Further, costs for fines will be £80 per parent per child if paid within 21 days and £160 per parent per child if paid in 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.**

In considering the decision whether to authorise the absence, the following will be taken into account:

- Reasons given for the holiday
- The time of the year/term
- Whether your child will miss any preparation for tests/examinations
- Whether your child will miss any tests/examinations
- Your child's previous attendance/punctuality record

I hope you will support our efforts to raise attendance and attainment at our school.

Yours faithfully

Mrs A Boulton  
Assistant Principal