



May 2013

Dear Parent/Carers

HOLIDAYS DURING TERM TIME

As a pyramid of Schools we value attendance. The Local Authority and Government guidelines expect our six schools to improve attendance at school, in line with national expectations.

Holidays during term time have been identified as a major reason for poor attendance and this has an effect on the progress children make in school. If children take a two week holiday during term time, every year, they would miss at least two thirds of a school year during their school life.

- Leave of absence has been granted for one holiday of up to 10 days per year in the past. **Under new legislation from September 2013, no holidays can be authorised except in exceptional circumstances.**
- Any application for leave of absence for holidays in term time will have to be **received by the school at least 3 weeks before the proposed start date of the holiday and before booking the holiday.** The application form to request a holiday in term time will be available from your child's school.
- **In the event that your child has a continuous absence of a week or more medical evidence will be required to authorise that absence.**

If you take your child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue a **Fixed Penalty Notice**.

Amendments to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations will come onto force on 1 September 2013. This means that, if a Fixed Penalty Notice is issued, the **Penalty is £60 per child, per parent/carer** when the payment is made within 21 days or £120 when the payment is made after 21 days but prior to 28 days. Failure to pay within 28 days will result in a summons to appear before the **Magistrates Court** on the grounds that you have failed to secure your child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority and no money comes to the school.

Please find enclosed the Local Authority leaflet '*Information to Parents About Fixed Penalty Notices*' explaining this further, which you should read.

We look forward to your support in this drive to improve school attendance and encourage our young people to take full advantage of the educational opportunities available to them.

Yours sincerely

Mrs S Kimber
Brooke Primary

Mr N Butler
Green Top Primary

Mr A Buxton
King Edward Primary

Mrs S Kimber
Marshland Primary

Mr I Brew
Trinity Academy

Mrs P Dyson
West Road Primary