

Dear Parent/Carer

Leave During Term Time

Amendments to the regulations regarding students being granted leave of absence in term time came into force on 1 September 2013. The new law gives no entitlement to parents to take their child on holiday during term time. No parent/carer can demand leave of absence as a right, however each case will be considered individually and the Headteacher may agree up to 10 days "holiday leave" in exceptional circumstances.

In all circumstances of holiday during term time, parents must inform the school of their intention to remove students from school. This must be done by the parent with whom the student normally resides at least 2 weeks in advance of the holiday and a date for the student's return agreed. This form can be downloaded from the school website. Parents will be informed in writing as to the decision made regarding the absence.

Where leave of absence has not been granted and the unauthorised absence amounts to 10 sessions (5 days, continuous or aggregated) within the previous 6 months of the academic year, the school will no longer issue a warning letter that legal action will be taken but will make a request to the Local Authority to issue a penalty notice to each parent for each child.

Under Section 444(1) of the Education Act 1996, a parent commits an offence if his or her child, being of compulsory school, age, fails to attend the school at which he or she is a registered pupil. Section 444A of the Education Act 1996 allows for a Penalty Notice to be issued to parents who commit such an offence. The penalty is £60 if paid within 28 days or £120 if paid within 42 days. Failure to pay will result in prosecution where, on conviction, you would be liable to a fine of £1000.

Please do not hesitate to contact the school should you need further clarification of these terms.

Yours sincerely

Mr N Russon
Deputy Headteacher