



Webster
Primary School

29th January 2016

Dear Parent/Carer

The Department for Education (DfE) in 2013 implemented some important changes to the legislation surrounding holidays in term time. The change in legislation has been introduced to reduce the high levels of absence that occur as a result of this. **Please ensure you read the changes outlined in this letter carefully as no further requests for holidays in term time will be granted.**

From the 1 September 2013, the new law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave of absence during term time will only be considered by the headteacher if there are exceptional circumstances that warrant granting leave. All requests for leave of absence for exceptional circumstances must be made in writing to the headteacher who will consider each individual case. Only the headteacher can determine the number of school days a pupil can be absent from school if the leave of absence for exceptional circumstances is granted. Parents can be fined (Penalty Notice) by the Local Authority for taking their children on holiday during term time or for any other leave of absence without the consent of the headteacher.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

Failure to pay a penalty notice may result in legal proceedings being taken. Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates' Court. If found guilty the parent will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

Further information on Penalty Notices and prosecutions can be obtained from the School Office.

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holiday periods, however, from the 1 September 2013 we introduced a new policy on taking holidays during term time. The Local Authority will also be monitoring all schools' absences during term time and challenging schools that do not adhere to the new legislation.

I hope that all parents will support us on this matter by not taking your child out of school during term time and recognise that the new legislation will bring about increased attendance and improved attainment in our school.

Further information can be found on the DfE website at : www.dfe.gov.uk

Yours sincerely,

J. Jackson

Mr Jackson
Principal

Denmark Road, Greenheys, Manchester M15 6JU
Telephone: 0161 226 3928 Facsimile: 0161 226 4181
Email: admin@webster.manchester.sch.uk
Website: www.webster.manchester.sch.uk

Headteacher: Mr J Jackson
Deputy Headteacher: Miss L Davies

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Company number 8403949.
Registered office: Denmark Road, Greenheys, Manchester, M15 6JU.

