

4th October 2012

Dear Parents

It is a feature of school attendance patterns both nationally and locally that absence due to parental holidays in term time is having an increasingly detrimental effect on overall attendance rates. Three years ago we sent out a letter detailing the new arrangements adopted by the LA and our school on taking holidays in school time. This mentioned the possibility of holidays not approved being liable to a Fixed Penalty Fine, which empowers the Local Education Authority to issue penalty notices. The Secretary of State for Education has amended the regulations and we feel it necessary to bring these to your attention. This includes increasing the penalty notice from £50 to £60 if paid within 28 days; and from £100 to £120 if paid within 42 days.

As a result of the legislation changes, our policy on term time holidays will need to be amended and is outlined below;

Family Holidays in Term Time

- Any request must be made in advance
- Holidays cannot be authorised retrospectively
- If the application is made because of the parent's workplace holiday arrangements then a letter from the employer should be attached to the form.
- The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
 - Overall attendance of the child
 - If taking of holiday in the first half of the first term would have a negative impact on pupil progress
 - If a previous holiday has been taken in the academic year
 - Timing of exams especially for Year 2 & 6 pupils
 - Reason given by a parent for requesting holiday leave in term-time.

Where holidays are planned to visit family members overseas, parents may find it helpful to discuss with school the most appropriate time of year in the pupil's educational career for the visit. This could be timed to minimize the negative effects that this could have on the pupil's education.

Any parent wishing to take their child out of school due to a holiday should obtain an application form which is available from the school office.

Thank you for your anticipated support on this matter. If any parent wishes to discuss this letter or a future holiday, please feel free to contact me at school.

Kind regards

M Gilmore
Headteacher