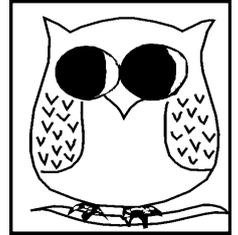


Worcestershire County Council
Upton Snodsbury C of E First School
School Lane
Upton Snodsbury
Worcestershire WR7 4NH
Telephone: 01905 381288
office@upsnodsfirfirst.worcs.sch.uk
www.uptonsnodsburyfirstschool.org.uk
Headteacher: Mrs Lorraine Barber



"Where A Love of Learning Grows"

Date

Dear Mr & Mrs
Child(ren) name –DOB

Thank you for your letter dated 2018 requesting permission for Child's name to be absent from school for number of days, date of holiday.

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance.

Therefore, if the absence occurs the dates will be unauthorised.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

Our key priority is to ensure that Child's name are as successful as possible and is able to achieve his her full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of child's name attendance for this academic year and a copy of the Avonbrook Pyramid of Schools letter to Parents regarding our policy.

Thank you for your understanding. I hope this letter explains the decision that has been made.

Yours sincerely

Lorraine A Barber
Headteacher

ENCS:

Child's attendance

