

REQUESTING HOLIDAYS IN TERM TIME

Dear Parents/Carers,

I am writing to advise you of the policy regarding requesting holidays within term time.

On 1st September 2013 new government legislation came into force. The Education **(Pupil Registration) (England) (Amendment) Regulations 2013**. The amendments state that Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'.

As you are aware in the past we have been very flexible with allowing children to take up to ten days off, however we cannot continue to do so without being in contravention of the law ourselves.

If you do intend to take additional holidays we would ask that you still request these by using the form we provide and we will consider them and if they fit into the criteria of being exceptional; we understand this is a very broad term that can be open to interpretation. We will do our best to continue to be as understanding as possible and consider all things in our decision including attendance and progress.

If your form is returned as 'unauthorised' you may still decide that you want to take your holiday as planned. However the period of absence will be marked as unauthorised and appear on your child's reports and attendance records. We would advise you that over 10 days absence (in 2 consecutive half terms) will attract a fine from the Local Authority of £60 which is to be paid within 21 days, for **each adult** living at the child's address for **each child**. This increases to £120 within 28 days. Unauthorised absence will also be recorded if you do not phone in school to advise us that your child is ill or they arrive at school after 9.30am when the register closes.

The trend at St Bernard's has been very good attendance on the whole; which is a key factor in helping children fulfil their potential. Our hands are very much tied in this matter but we would ask that we can maintain an open and honest dialogue with parents.

Yours sincerely,

Mrs Doodson
Headteacher.