



Dear Parent

RE (Leave of Absence) Holidays in term time

New legislation from the government states that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Following a meeting of the Governing Body parents need to be aware that

- Parents must follow correct procedure when applying for a holiday (leave of absence).
 - Applications must be made at least four weeks in advance.
 - An appointment must be made to see the headteacher or senior teacher.

If correct procedures are not followed parents will automatically be subject to a £60 fine per parent per child.

When considering requests for absence the school will consider each application on an individual basis and whether to grant the absence if there are exceptional circumstances. However under no circumstances can any holidays be authorised retrospectively (whether there are exceptional circumstances or not).

If the school decides not to grant leave of absence and parents still take their child out of school the absence will be recorded as unauthorised and will be subject to a **holiday penalty notice fine £60 per parent per child**. If not paid within 21 days this fine increases to **£120 per parent per child**. **Failure to pay within 22-28 days may lead to court proceedings.**

Where requests for holidays are made by one parent, a response letter is addressed to both parents **whether residing at the same address or not**, as the refusal letter clearly states **that each parent will receive a penalty notice**.

Please also consider carefully the consequences of informing school incorrectly about the reason for your child's absence. If school is not satisfied that the reason given for absence is honest, school does not have to accept it and may ask for evidence. This can also put a child in a very uncomfortable position.

Governors are taking applications for holidays in term time very seriously and support the Department of Education's policy that family holidays should not be taken in term time.

Yours sincerely

Mrs Helen Brambani

Headteacher on behalf of the Governing Body