

September 2017

Dear Parent or Carer

Pupil Attendance – Leave in Term Time

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless there are exceptional circumstances.

In addition any unauthorised absence which exceeds 4 school days is now liable for a Fixed Penalty Notice of £120 per child, per parent, or £60.00 per child per parent if paid within 21 days.

Whilst I understand that it is often difficult to arrange holidays during school holidays, and fully appreciate the cost implications for families of avoiding term time dates, we have no option but to follow Government Policy in this matter. I hope all parents will support the school in their efforts to reduce unnecessary absence and therefore minimising the impact on your child's education. If you wish to ask under certain circumstances for leave of absence, please apply in writing to Mrs J Griffiths.

Please contact me if you wish to discuss this further.

Yours sincerely

J Griffiths
Head of School