



September 2013

Dear Parent /Carer,

I am writing to inform you of some recent changes made by the Department for Education relating to leave of absence for holidays in term time. These changes come into effect from September 2013 and apply nationally.

The changes mean that, in line with our existing Attendance Policy, Headteachers will not be able to authorise any requests for leave of absence in term time unless in exceptional circumstances. The DfE have stated that holidays should not be authorised on grounds of cost or the availability of a particular holiday nor should holidays be granted that overlap with the start and end of term dates. As mentioned previously, this reflects our existing policy on leave of absence during term time.

A key change that has been introduced is that in certain circumstances parents can now be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the Headteacher. A Fixed Penalty Notice can require a parent to pay a sum of either £60 or £120. In some circumstances each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices. We clearly wish to avoid the need to issue any such penalties hence I am drawing your attention to these changes.

Attendance at school has a close and proven link to achievement and this is why our policy has taken a strong line on absence during term time for some time.

Full details of our Attendance Policy can be found on our school website. This also contains a copy of the leave of absence application form. A copy of this will also be posted on the school website.

Please contact the school office on the number above if you require any further information concerning this issue.

Yours faithfully,

*L. Savage*

L. Savage  
Headteacher