

11 May 2016

Dear Parent/Carer

### **Taking your child on holiday during term time**

In 2013, the Department for Education brought in regulations regarding pupil attendances at school.

The regulations state that:

“Headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances.**”

“If a Headteacher grants a leave request it will be for them to determine the length of time that the child can be away from school. **This leave is unlikely however to be granted for the purposes of a family holiday.**”

“Parents can be fined for taking their child on holiday during term time without consent”.

If parents take a child on holiday without consent the school will be expected to issue a Penalty Notice (fine) **for each parent.** These fines amount to £60 if paid within 21 days or £120 if paid within 28 days.

I would therefore advise that you do not request leave of absence for your child unless there are clear exceptional circumstances.

If you wish to discuss this issue further then please do not hesitate to contact me.

Yours sincerely

Mark Dengel  
Principal