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Nurture, Grow, Flourish.

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Dear Parents

Holidays or Absence in Term Time

I thought it would be useful to write to you at the beginning of the year to clarify the school's position on taking time off school during term time so that there is no cause for confusion or surprise during the year. This is a reminder of our policy as there are no changes to this for this academic year.

Holidays in term time are **not** an entitlement and holidays will **not** be authorised by the Headteacher unless there are exceptional circumstances. By definition these events are 'unusual' or 'not typical' so it is not possible to provide an exhaustive list of reasons. Requests will be considered on an individual basis with the information provided and may include situations such as funerals, music or dance exams or hospital appointments. Absences or holidays will not be authorised for financial reasons, because someone else has booked it for you, other weeks are fully booked or you are going away with extended family members who can only go during term time.

If you wish to take your child out of school during term time you should complete a pink **"Request for Absence Form"** which can be found in the school entrance foyer area. You need to complete this and return it to school. Include any evidence and give a full account of the reasons why holiday or absence is being requested as decisions cannot be reversed once they have been made. You are more than welcome to make an appointment or organise a phone call to discuss a potential absence with me or Mrs Potter but this must be done **in advance of the holiday or the request for absence. Requests to consider evidence after the decision has been made or to withdraw a fine will not be considered.** This will help prevent any unexpected outcomes. I am available on the gates in the morning or please contact the office if you would like a conversation over the phone.

If your request is not authorised you **may** still take your child out of school but this will be recorded as an unauthorised absence. So, if your child has **10 sessions (1 session=half a day) which equates to 5 school days or more** of unauthorised absence in any 6 month period, the Local Authority will issue you a Penalty Notice and you will then receive a fine. Fines are issued **per child and per parent** so these can be quite substantial, particularly if you have more than one child. This is something to bear in mind when taking your child out of school.

I hope this clarifies any uncertainties about taking holidays in term time. I do understand that taking holidays in school holiday time is a lot more expensive than in term time. However, I am not able to authorise holiday for this reason. Children have 38 weeks of the year in school and they are expected, by law, to be in school for as much as this as possible.

Please contact me or Mrs Potter at school for further clarification of the content of this letter if you would like to.

Yours sincerely

Scott James
Headteacher