



LITTLE ILFORD SCHOOL

COURAGE • COMMITMENT • COMPASSION

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Headteacher:
Andrew Finn

8th July 2025

Dear Parents and Carers,

This letter serves as a reminder of the school's policy regarding term-time leave and the significant impact it can have on your child's education.

Regular and punctual attendance is crucial for your child's academic progress and overall attainment. Every day in school contributes to their learning journey, building knowledge, skills, and confidence. Missing even a few days can disrupt their learning, create gaps in their understanding, and make it challenging to catch up with their peers.

We understand that there may be exceptional circumstances; however, it is important to reiterate that the Education (Pupil Registration) (England) Regulations 2006, as amended by the 2013 regulations state **schools are unable to authorise any leave during term time unless there are exceptional circumstances**. It is important to note that holidays are not considered exceptional circumstances.

Unauthorised absences can have serious consequences. Beyond the impact on your child's education, parents and carers may face legal action, including **financial penalties**. Local authorities can issue Penalty Notices for unauthorised absences, which are currently £80 per parent per child if paid within 21 days, rising to £160 if paid within 28 days. Failure to pay may lead to prosecution in the Magistrates' Court.

We urge all parents and carers to schedule family holidays and other non-urgent appointments outside of term time. Your cooperation in ensuring your child's consistent attendance is vital to their success.

Thank you for your continued support.

Yours sincerely,

Andrew Finn
Headteacher