



Headteacher
Mrs R. Colley
01946 592940



St. Bridget's C.E. School,
Main Street,
Parton,
Whitehaven,
Cumbria CA28 6NY
admin@stbridgets-par.cumbria.sch.uk
01946 592940

Dear Parents/Carers,

This is a letter informing everyone of the rules around holidays during term time. For any holiday you need to request a leave of absence by completing a form that is available from the school office or can be downloaded from our website. As you will be aware, Government Statutory Guidance advises that schools should not authorise requests for term time absence unless the school has received suitable evidence of exceptional circumstances. The Government does not consider a family holiday to be an exceptional circumstance.

If the holiday is not considered to be an exceptional circumstance and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

Should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice - The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated
- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

For pupils to benefit from education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor to a productive and successful school career.

We understand the disappointment that this refusal may cause but as you can appreciate this policy represents the school's responsibility and commitment towards ensuring your child's full and efficient education

All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours Sincerely

Ruth Colley

Head teacher

Pupil NameClass.....

Date of first day of absenceam or pm Date of return to schoolam or pm

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a penalty notice may be issued. I understand that a penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days. I also understand that. if a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated

If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

Name(s) of Parent/Carer (s) making application.

Dr/Mr/Mrs/ Ms Forename..... Surname.....

Dr/Mr/Mrs/ Ms Forename..... Surname.....

Signed..... Dated

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete: AUTHORISED ☐ UNAUTHORISED ☐ a) b) c) d) (refers to categories below)