



St. Anne's R.C. Primary School

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Headteacher: *Mr. J. Brown BA (Honours) QTS, NPQH, Local Leader of Education (LLE), Diocesan Leader of Education (DLE)*

IMPORTANT INFORMATION REGARDING ATTENDANCE OF FAMILY HOLIDAYS IN TERM TIME CHANGES TO THE LAW

Since 1ST September 2013 Head teachers **are not** permitted to grant **any leave of absence** during term-time unless there are specific exceptional circumstances. Examples of exceptional circumstances which justify approval include:

- Members of the armed forces who are returning home from active duties
- Emergency services personnel (Police, Ambulance, Fire and Rescue) who are unable to take leave at certain times of the year.
- Other employees who are prevented from taking family holidays outside term-time, a parent working abroad on a fixed time-period contract.
- The death of an immediate family member, e.g. parent, sibling or grandparent

Taking a child on holiday without permission will now be regarded as unauthorised absence. Parents who do so may **lose** their child's place at St. Anne's school and **will be** issued with a Penalty Notice by the local authority if attendance is lower than the "good" attendance percentage as recommended by Ofsted of 95%. The fine is £60 per parent, per child, if paid within 21 days or £120 if paid within 28 days of receipt of the Notice. Where a Penalty Notice remains unpaid after 28 days, the local authority will normally start legal proceedings in the Magistrates Court. Retrospective approval can no longer be given.

We have **no choice** but to implement this legislation. Obviously issuing penalty notices and removing a school place is something we want to avoid and I hope you will support the school in this matter. We all want to see your children fulfil their potential at St. Anne's school.

In summary:

1. **Holidays in term time are no longer allowed by law unless in the case of exceptional circumstances and / or the child concerned has attendance over 95% for the academic year.**
2. Applications for leave must be made in writing **to the Headteacher before any holiday is booked.**
3. If a holiday is booked before an application is made, then the absence will be unauthorised, **your child may lose their place at the school and a penalty notice may be issued.** Please be aware that we have waiting lists for most year groups in school.
4. If children are absent without a good cause the Education Welfare Officer must now investigate. **If children have been taken on holiday without permission the above will again apply.**

Yours faithfully,

Mr. J. Brown
Headteacher