

12th September 2017

Attendance Update

Dear Parent/Carer,

I am writing to give you an update on holiday taken during term time, as well as general school absence.

All holiday taken during term time will be marked as unauthorised, no matter what your child's current attendance percentage is. If you choose to take term time holiday and your child is absent for 10 sessions (5 school days) you will incur a Fixed Penalty Notice from the Local Authority. The Fixed Penalty Notice is £60 per child, per parent. So for example, were two parents to take two school age children on holiday during term time, the Fixed Penalty Notice would total £240.

If your child is absent from school due to illness or other circumstances, you must inform the school. If you do not contact school your child's absence will be marked unauthorised. It is important that you reply to any texts or phone calls from school to avoid an absence being unauthorised. If your child has 10 unauthorised sessions you will be issued with a Fixed Penalty Warning Notice by the Local Authority. Any further unauthorised absence will trigger a Fixed Penalty Notice, again £60 per parent, per child.

If your child is absent for 10 sessions (1 session = half a school day) then future absences can only be authorised with medical evidence. We will notify you when your child has had 6 sessions of authorised absence, so that you know to bring in medical evidence.

We trust that you will continue to support school to ensure your child's attendance is above our target of 96%. Every day in school counts.

Yours sincerely,

Mrs R Munro
Head Teacher