

22nd May 2017

Attendance Update

Dear Parent/Carer,

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

All holidays 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 from the local authority. This Fixed Penalty is £60 per child, per parent. So for example, were two parents to take two school aged children on holiday during term time, the Fixed Penalty would total £240.

If your child is absent from school due to ill health or other circumstances, you must inform the school. If you do not inform the school, your child's absence will not be considered for authorisation.

It is important that you reply to any texts or phone calls from school to avoid an absence being unauthorised.

If your child is absent for 10 sessions (1 session = half a school day) then future absences can only be authorised with medical evidence.

Where children reach 10 unauthorised sessions a Fixed Penalty Warning Notice will be requested from the Local Authority. One further absence would then trigger the Fixed Penalty, again a charge of £60.

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