

Chief Executive: Mr Tarun Kapur CBE

July 2013

Dear Parent / Carer

During the 2011-12 academic year almost 10% of absence from school in England was due to parents taking their children on holiday during term time. This high level of absence has led the Government to make important changes to legislation.

From 1st September 2013, the new law gives **no entitlement to parents** to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are **exceptional** and warrant the granting of leave.

The Headteacher is **not** expected to approve **any term time holidays as exceptional**. Parents can receive a Penalty Notice for taking their child on holiday during term time without consent from school. From September 2013 these penalty notices are £60, per child per parent if paid within 28 days rising to £120 if not paid in this time.

We appreciate the challenges that some parents face when booking holidays, particularly during school holidays. However all time in school is important and we are expecting that you will fully support the school as it responds to this new legislation. We will no longer grant time off school for holidays under any circumstances.

In addition leave of absence will **only be granted in exceptional circumstances** for a limited period of time. If applying for exceptional circumstances leave of absence an application form must be submitted to the attendance officer.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

Yours sincerely



Mr A Moloney
Headteacher

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