

Archdiocese of Birmingham
St Mary's Catholic Primary School
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September 2019

Dear Parents/Carers

HOLIDAY ABSENCE

The Department of Education made amendments to school attendance regulations in September 2013.

In line with these amendments, Headteachers are no longer allowed to authorise leave of absence for any family holidays. They may not grant any leave of absence during term time unless there are exceptional circumstances and the number of days authorised for this would be determined by the Headteacher (DfE Guidance June 2013).

If you still decide to take a family holiday in term time, please notify the school in writing giving the dates your child will be absent. This absence will have to be recorded as 'unauthorised' in line with the Department of Education's ruling. This means that you may be contacted by the Local Authority with a warning letter informing you that should you take any subsequent holidays within twelve months, you may be issued with a fixed penalty notice (£60 per child). If a child has 10 days absence in a school year then their attendance figure will not be more than 94% and there are serious concerns if their attendance falls below 90%.

Consistent, regular attendance is a key factor in pupil achievement and attainment. Missing out on lessons leaves children vulnerable to falling behind. I am sure you will appreciate that we need to work together to secure the best possible outcomes for your children.

Yours sincerely

P M Pickering
Headteacher

APPLICATION FOR HOLIDAY ABSENCE

Name of Child/ren: _____

Reason for Holiday: _____

Absent from school from _____ to _____

I have read Miss Pickering's letter and I understand that this absence will be recorded as unauthorised. I also understand that I may be contacted by the Local authority and could be fined.

Signed:Parent/Guardian Date:

Headteacher: Miss P Pickering
Chair of Governors: Very Rev Canon J Y Batthula