



Charity No. 276312

St. Francis Catholic Primary School

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Dear Parents/Carers

Unauthorised Absence – Holidays in Term Time

I am writing to inform you of changes that are being implemented regarding family holidays taken during term time.

Previous regulations allowed Headteachers to grant leave of absence from school for the purpose of family holiday in "special circumstances" of up to ten days per year and they could also grant extended leave for more than ten school days in exceptional circumstances.

Due to a change in legislature, this will no longer be possible:

***'Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.'* (DfE)**

Amendments have also been made to the legislation regarding penalties for non compliance. The Education Welfare Service may issue a penalty notice of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Should Parents/Carers wish to apply for a term time holiday due to exceptional circumstances, parents should put their request in writing to the Headteacher in advance and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

The Governors and I must comply with the Government's directive and therefore all requests for holiday leave from the 1st September 2013 will not be authorised.

Please note that should Parents/Carers proceed with the holiday absences, their child's record of attendance will be marked as unauthorised and further action may be taken.

The attendance of all pupils at St Francis remains a high priority and I am sure that we can continue to work together to ensure that children make the most of their educational opportunities.

Yours sincerely

Mrs M Jones, Headteacher



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