

Our Ref: RPR/JHO
Your Ref:
Date: February 2016

Dear Parent/Carer

HOLIDAYS IN TERM TIME LEGISLATION

Here at Freebrough we acknowledge the financial and work pressures some families are subject to and would like to continue our strong parent school partnership by making the new holiday legislation clear to all parents and therefore increase attendance for both your child and the Academy.

As you are aware, the government has introduced legislation allowing the Local Authority to issue penalty notices to parents who fail to ensure their children attends school. Holidays in term time can damage a child's education and future life prospects, particularly for those students with existing attendance problems, struggling with education or being absent at critical times in the school year.

To promote positive relationships between school and parents and to set an example to the students, I would encourage all parents to be honest about taking a holiday in term time and follow the Academy holiday procedure.

Following government safeguarding regulations, if a child is absent with no contact from parents/carers for five school days, a home visit will be carried out. If no medical evidence is provided, a referral will be made in line with our Attendance policy to the Local Authority and a penalty notice may be issued.

Holiday Notification Procedure:

- Parents should complete a holiday notification form and return it to school at least one month in advance of the holiday start date.
- All holiday requests will be recorded as unauthorised with the exception of exceptional circumstances. Please provide copies of any supporting evidence e.g. shift patterns, employers letter, medical evidence.
- If your child's attendance is above **97%** over the previous twelve calendar months the day before your holiday start date, the absence will be recorded as unauthorised. However your child's high attendance will be recognised and **no further action** will be taken.

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- If your child's attendance is between **95-97%** over the previous twelve calendar months the day before your holiday start date, the absence will be recorded as unauthorised and sent to the Local Authority. An official holiday warning letter will be issued stating that if you take your child out of school again within the next twelve calendar months, a penalty notice may be issued.
- For all students where their attendance falls **below 95%** over the previous twelve calendar months the day before your holiday start date, a referral will be made to the Local Authority and a penalty notice will be issued. The Local Authority Penalty Notice charge is **£60 per parent per child**, to be paid within 21 days and will increase if unpaid to **£120 per parent per child** to be paid within 28 days of the penalty notice being issued.
- All students who take holidays in **September** or at any time during formal external examinations e.g. **GCSEs** and during exam preparation time (regardless of attendance), will be referred to the Local Authority and a penalty notice will be issued.

May I take this opportunity to thank parents/carers for their continued support this year regarding attendance. I am confident that by working together, we can exceed statutory requirements from the Government for the benefit of your child and the Academy.

I hope that this information is helpful to you. If you have any queries, comments or suggestions regarding attendance please do not hesitate to contact our attendance team on 01287 676305 and press option 1.

Yours sincerely



MRS R PRENTICE
Principal