

Responsibility**Respect****Compassion****Courage**21st September 2022

Dear Parents and Carers

HOLIDAYS/LEAVE OF ABSENCE DURING TERM TIME

Time lost by pupils, due to family holidays and/or leave of absences taken during term time, can be disruptive to their education. We advise that, wherever possible, such absences be avoided as they can have a serious effect on your child's progress and can create difficulties for them on their return to school.

The school may only grant leave during term time due to **exceptional circumstances**. If you believe that your circumstances are exceptional and wish to apply for a holiday/leave of absence for your child, then please complete the '**Application for exceptional leave of absence**' form (copies of which are on our website and in the office), and provide evidence of the exceptional circumstances. Please complete and return the form at least 14 days prior to the first day of intended absence.

Should your child's absence be unauthorised, the school may request that the Local Authority issues a penalty notice of £60 per parent, per 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, you may be prosecuted.

Where a leave of absence during term time is agreed to be exceptional, it is vital that it does not coincide with examinations or other important assessments that your child has to take.

I ask that you continue to work in partnership with the school by supporting us in this matter.

Further information regarding attendance and school term dates can be found on the school's website:

<https://www.blackwellprimaryschool.co.uk/>

<https://www.blackwellprimaryschool.co.uk/wp-content/uploads/2021/11/Attendance-and-Punctuality-LGB-Oct-2021.pdf>

If you have any questions regarding attendance matters, then please contact the school office.

Yours sincerely



Sarah Martin
Headteacher