



### **Unauthorised Holiday/Leave Request**

As you will be aware, Government Guidance advises that schools should not authorise requests for term time absence unless the school has received suitable evidence of exceptional circumstances. The Government does not consider a family holiday to be an exceptional circumstance.

In the absence of suitable evidence of exceptional circumstances, on this occasion the school cannot authorise your request for a Term Time Absence. We believe that if students are to benefit from education, good attendance is crucial. It is the policy of our school to celebrate achievement, and full attendance is a critical factor to a productive and successful school career.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must refer the absence to the Local Authority for the consideration of initiating Parental Responsibility Measures. If you have Parental Responsibility, this could mean receiving any of the following.

- A Penalty Notice. Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £160, which is reduced to £80 if paid within the first 21 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated. If a previous Penalty Notice has been issued within the past 2 years, then the Local Authority will proceed straight to Court.
- A Magistrates Summons that could lead to a criminal record, a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

We understand the disappointment that a refusal may cause, but as you can appreciate, this policy represents the school's responsibility and commitment towards ensuring your child's full and efficient education.

Yours sincerely

Mrs Ruh Alford

Executive Headteacher

