

CRS/CMF

28 January 2009

Dear Parent

I am writing to update you on a decision taken at the recent full Governor's Meeting, 26th January 2009, regarding parents' requests to take their children on holiday during term time.

I appreciate the financial pressures on many parents and the difficulties, at times, of arranging holidays to coincide with the school breaks. However, I will not authorise any requests for pupils to take holidays from school during term time.

This stance is fully supported by Governors.

There is overwhelming evidence that pupils' success in public examination is inextricably linked to good attendance at school.

I hope the following points help clarify our policy:

- Parents do not have a right to remove their child from school for a holiday during term time. All such requests will be turned down.
- Parents who wish to request leave of absence for their child during term time for any other reason must write to the Headteacher identifying the special circumstances of their request.
- Parents of children with 10 days unauthorised absence face prosecution and a fine of £50 per parent per child may be incurred.
- Pupils with more than 20 days continuous unauthorised absence may be taken off roll.

Yours faithfully

C Roberts
Headteacher