

Appendix 1

Dear Parent/Carer

The Department for Education (DfE) has announced important amendments to legislation surrounding holidays in term time.

From the 1st September 2013, **the new legislation does not give any entitlement to parents to take their child on holiday during term time.** Any application for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

In the academic year 2011 to 2012, **9.7% of absences in England were due to parents/carers taking their children out of school during term time.** This high level of absence has led the DfE to make this important change of legislation.

As a Local Authority, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, we are expecting that all schools in the borough introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absences being authorised by schools during term time. The Local Authority will be monitoring all school absences during term time and challenging those schools and parents that do not adhere to the new legislation.

I would like to take this opportunity on behalf of the Local Authority and your child's school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improve standards in the borough's schools.

Further information can be obtained from

www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r

Yours sincerely

A handwritten signature in cursive script that reads "Anne Gadsden". Below the signature is a horizontal line with a small vertical tick mark in the center, serving as a signature line.

Anne Gadsden
Monitoring & Intervention Manager