

NSP/DNM

22 October 2018

Dear Parents/Carers

In line with the DfE guidance on term time leave, our Family of Schools are working together to improve attendance across all year groups from Year 1 to Year 11. We will all enforce the guidelines in the same way and the general rule is that holidays **cannot** be authorised.

- Exceptional term time leave will only be granted in **very rare** circumstances where the emotional impact on the child outweighs the impact on learning.
- All requests will be considered on an individual basis and in consultation with the Head of the school, which siblings attend, if appropriate.
- Term time leave will not be granted during the year in which examinations take place, namely: Year 2, 6, 9, 10, and 11.
- Term time leave will not be granted to any pupils with below 96% attendance.

Please note it is now the duty of the Headteacher to enforce fixed penalty notices of £60 to **each** parent when holidays are taken in term time without the school's authorisation.

Yours sincerely



Mr N Parker  
Headteacher