



September 2017

Dear Parent/Carer,

Since the amendment to The Education (Pupil Registration)(England)(Amendment) Regulations 2013 regarding leave of absence, we have continued to receive a number of requests to take children out of school during term time.

I would like to take this opportunity to remind you that this legislation makes it clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. There are strict guidelines as to what are deemed to be exceptional circumstances. Unless there is evidence of exceptional circumstances for the request, the leave of absence will not be authorised. Any request must be submitted at least 4 weeks in advance of the desired period of absence and will be considered on its individual merits.

In line with Worcestershire County Council guidance, if the request is not authorised, but still taken, the absence will be recorded as "**unauthorised**" and parents/carers may be referred to the Local Authority for them to issue a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

We realise that the vast majority of parents do not take family holidays in term time and we hope that you will continue to support us with this.

If you would like to discuss this matter further please contact me or Mr Richards on the number below.

Yours sincerely

Louise Thomas
Attendance Officer

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