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Penair School,  
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Dear Parent

### **Penair School Attendance – holidays during term time**

As a follow-up to my letter last month I'd like to clarify the school's position regarding holiday or leave of absence in term time.

The Department for Education makes it clear that Headteachers may not grant any leave of absence during term time unless there are *exceptional circumstances* as there is no automatic entitlement in law to term time holiday. Our governors have taken the decision not to authorise any holidays during term time. Any holidays taken in term time will be marked as unauthorised absence and may result in a penalty notice being issued.

We understand the challenges that some parents face when booking holidays, particularly during school holidays in terms of financial costs. However, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.

Each case will be considered individually and on its own merits should a request be submitted in writing to the Headteacher with as much notice as possible. A response will be sent to you as soon as possible. If the request is not considered to be an *exceptional circumstance*, and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

Parents need, therefore, to consider very carefully before making any request for leave of absence. In considering a request, the school will take account of:

- the exceptional circumstances stated that have given rise to the request
- the stage of the child's education and progress and the effects of the requested absence on both elements

- the overall attendance pattern of the child
- frequency of similar requests
- whether the parent made the request in advance
- pupils on examination courses will not normally be granted leave of absence.

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their classmates will receive. Children returning from a term time holiday are also unprepared for the lessons that build on the teaching they have missed. The school cannot provide work for children who are going on holiday as this would be authorising the absence.

Should the school decide to grant leave of absence, but the child does not return to school at the time s/he was expected to (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised. Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings. Any disagreement between estranged parents should be resolved prior to submitting the request to your child's school. This payment does not go to Penair School but to the Local Authority.

I hope this explains how the school will deal with requests for leave and any holidays taken in term time as our approach to attendance can be found on our school website- <https://penair.cornwall.sch.uk/parents/attendance/> .

Yours sincerely,



Mr. Sharpe

Deputy Headteacher