



Holidays during term time at Adderlane Academy

It is essential that we ensure that holidays during term time are avoided.

Sessions missed at school have a direct impact on children's learning therefore we will as a school do everything we can to discourage them.

Please note the procedure below.

- **First** application for holidays during term time letter (below) will be issued to yourself. **This letter will be recorded on your child's profile.**
- Second holiday request **or** if your child's attendance is already 96% **or** if the holiday request is at the beginning of the term. There will be a meeting with myself and a member of the governing body.
- **Third application we will begin the fining process**

Letter to parents in regard to unauthorised absence

Dear

Unauthorised Absence from School

Thank you for your letter requesting permission for your (pupil name) to be absent from school from to

You will be aware that the Department of Education made important changes to the law for families requesting leave of absence in term time. The changes made it clear that Head teachers may not grant any leave of absence during term time unless there were exceptional circumstances. The Local Authority and school governors support this decision; therefore, pupils will only be given permission to take holiday during term time if exceptional circumstances can be proved.

I have considered your application for time off during term time. Although I understand the reason for your request, I am unable to approve the leave of absence in this instance, as I

ADDERLANE ACADEMY **Headteacher: Mrs E Potts**

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believe the circumstances are not *exceptional*. Therefore, if your child is away from school during the period requested it will be recorded as an unauthorised absence.

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child is absent from school during term time and the absence has not been deemed as exceptional. This is in line with Sunderland County Councils Code of Conduct.

Penalty could be incurred as follows: -

- £60 per parent, per child if paid within 21 days rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if a prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach their full potential and gain maximum benefits from their educational experience. I would therefore hope that, upon reflection, you will reconsider your decision to withdraw your child from education for any other reason than exceptional circumstances and ensure your child(ren)'s education is not disrupted.

Yours sincerely

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