

10<sup>th</sup> October 2017

### **Attendance and unauthorised holidays**

Dear Parents and Carers

Good attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential.

There have been recent changes with the Local Authority and national guidance with regards to absence and I would like to inform you of our policy with regards to legal monitoring for persistent absence and the possible issuing of Penalty Notices by the Local Authority for unauthorised holiday following the changes.

The threshold for a school requesting legal monitoring of absence is now 90%, which is in line with the threshold for persistent absence. This threshold will be triggered if there are 10 sessions of absence (morning and afternoon = 2 sessions) in the previous 10 weeks.

From September 2017 the threshold for requesting the Local Authority to issue a Penalty Notice for an unauthorised holiday in term time is 10 sessions of unauthorised absence in the previous 3 months.

Parents and carers should note that taking unauthorised holidays could result in a Penalty Notice being issued by the Local Authority.

Yours sincerely

Mrs JM Bayes  
Head Teacher