

Stanbridge Lower School



Head Teacher: Miss Rosemary Godwin

Tilsworth Road
Stanbridge
Leighton Buzzard
Bedfordshire
LU7 9HY

Telephone: 01525 210328

6th June 2022

Dear Parents/Carers

Attendance and Holidays in Term Time

This academic year there has been a rise in holidays taken in term time that do not meet "exceptional circumstances" and are therefore unauthorised. Some parents have not even put in a request form for taking children out of school during termtime. I would like to remind you of the following which can be found on our school website. I have today made this information on the website more detailed and will be issuing fines for unauthorised holidays taken in term time from this point. There will no longer be warning letters sent home.

Holidays in Term Time

I would like to take the opportunity to remind parents ***no holidays will be authorised in term time***. If there are circumstances where you need to take your children out of school for exceptional reasons, please can you speak to me about this or alternatively fill in the form on the website and return it to the school office. All applications for holidays in term time must be submitted at least 2 weeks in advance of your holiday. The Head Teacher will then consider your request and advise you if this is authorised. If the holiday is unauthorised and you still choose to take your child out of school the absences will be recorded as unauthorised on your child's school attendance record. Unauthorised absences are illegal and will lead to parents being issued with fixed penalty notices.

If your child is absent from school on a family holiday without authorisation the school may ask the council to serve a Penalty Notice. This Penalty Notice is a fine of £60 which, if not paid within 21 days, rises to £120. If you are issued with a Penalty Notice and you fail to pay it within 28 days you will be prosecuted in court.

If you do make a request for leave to go on a family holiday during term time in responding to your request schools will consider:

- whether there are any exceptional circumstances for the request
- your child's previous attendance request
- the time of year when the holiday is to be taken
- how long the holiday is for



"We believe in our children"



- the likely disruption the holiday might cause to your child's education
- whether similar requests have been made in the past

Schools will not consider the following to be exceptional circumstances:

- the availability of cheap holidays
- the availability of the desired accommodation
- adverse weather during the school holiday period
- an overlap at the beginning or end of the school term

You should avoid, if at all possible, making a request for a family holiday during term time. You should especially avoid requesting leave:

- close to or during exams / tests
- when important work / activity which cannot be repeated is taking place
- during the first week of term or when your child is transferring from one phase to another
- during the first year in a new school

If this is unavoidable, you should make your request as early as possible before the time of the holiday, but you should not expect the school to grant your request for leave unless the circumstances are exceptional.

Yours sincerely

R J GODWIN
Head Teacher



"We believe in our children"

