



HOLLYMOUNT PRIMARY SCHOOL

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Dear Parent/Guardian,

Future Holiday requests – Important Changes - effective 1 September 2013

I am writing to draw your attention to changes in the school attendance regulations issued by the Department for Education, a copy of which follows this letter.

Despite all schools' efforts to discourage families from taking term-time holidays, there are still too many days missed from schools across the country. The government has therefore removed the right to take family holiday or extended leave within the previous statutory threshold of 10 school days. The Government is also intending to reinforce the right to impose penalties and all schools are expected to comply with them.

What is a Penalty Notice?

Parents have a legal obligation to make sure their child attends school regularly. They will be issued under the following circumstances:

- Unauthorised holiday during term time
- Unauthorised absence which means the child's attendance is low

Who are they issued to?

A Penalty Notice is issued to **each** parent in respect of **each** child not attending school. "Parents" in Education law relates to a parent or carer of the child(ren).

How do I apply for leave of absence?

If you feel you have a good case for taking your child out of school, please write to me and I will respond either in writing or arrange to see you.

What if we go ahead with the holiday?

The absence will be unauthorised and a penalty notice will be issued.

From September 2013 there is no longer a holiday form.

Yours sincerely,

Philippa Jackson
Headteacher



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Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on **1 September 2013**.

Term-time holiday

The Education (Pupil Registration) (England) Regulations 2006

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.

Authorised absence	Unauthorised absence
<p>This is when the school agrees that the child is absent for a valid reason:</p> <ul style="list-style-type: none"> • Illness • A special day set aside for religious observance • Domestic circumstances such as the death of a close relative • Medical/dental appointments (although where possible, these should be outside school hours) • Closure of the school, e.g. snow or strikes • Exclusions 	<p>The following are not considered valid reasons for children missing school:</p> <ul style="list-style-type: none"> • Going shopping • Visiting relatives • Birthday treat • A day out • Parent or sibling unwell (except in exceptional circumstances) • Holidays



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