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Dear Parents

### Family Holidays During Term-Time

I last wrote to you about this subject two years ago. Since then, the County Council has placed increasing pressure on all schools to try to ensure that children attend school as regularly as possible. I have attached, for all families, a copy of the most recent Local Authority information sheet on family holidays during term time which explains this very clearly.

The Governors have recently reviewed the school's attendance policy and the new policy, which reflects this guidance, states that: *"Parents should avoid booking family holidays during term-time. If this is absolutely unavoidable, they should arrange to meet with the Headteacher at least three weeks in advance of the period for which leave is to be requested. Leave will only be granted in exceptional circumstances which are defined in Local Authority guidance to parents as "a one-off, unique situation". Parents will also be made aware that "should the child's average attendance be below 95%, it is highly unlikely that the Headteacher will agree to authorise any further absence" (quote from Local Authority guidance)."*

This policy comes into force with immediate effect, although the school will honour requests for holiday leave that were made before this date.

I would want to assure you that the Governors did not take this decision lightly, as they do recognise the difficulties that some families face when booking holidays. At the same time, however, the Governors do have to take seriously their responsibilities to the Local Authority in terms of pupils' attendance at school.

Yours sincerely

Christopher Marshall  
Headteacher

**Headteacher:**  
Dr Chris Marshall  
**Deputy Headteachers:**  
Mrs Anne Howell  
Mrs Helen Shevlin

