



St. Michael's R.C. Primary School

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Friday 5th October 2018

Dear Parent/s and Carers

Re: Holidays taken during term-time – Unauthorised Absence

We would like to remind you that any holidays taken during term-time cannot be authorised and would like you to take this into consideration when planning your holidays for the year. All holidays count as absence and impacts on your child's attendance for the whole year.

Parents/carers who remove their children from school to go on holiday may face prosecution under the Education Act 1996.

This depends on the following:

- **Attendance levels throughout the rest of the year** – if attendance during the rest of the year remains excellent, then you reduce your risks of being prosecuted.
- **Attendance history** – if your child has had excellent attendance in previous years this is looked on more favourably but if you have taken holidays in previous years or your child has a poor attendance history, then this may be used as evidence against you.
- If there are **exceptional circumstances** surrounding the need to take the holiday then this will be taken into consideration.

May we remind you that any leave of absence known in advance requires you to complete an "Absence Notification Form" which can be obtained from the school office. Please complete this two weeks in advance of the absence. Failure to do so may be used as evidence against you if the case is submitted to the Local Authority for legal action.

Any absence from school without notification is deemed to be a safeguarding issue and we will follow our Children Missing Education procedures if we are unable to establish the whereabouts of your child on the third day of unexplained absence.

We are a supportive school who would prefer to work together with families to improve attendance. Prosecution is always used as a last resort. Please speak with us if you would like support to improve your child's attendance.

Kind Regards

Mr D Tolan – School Welfare Officer

Mrs C Yeoman – Acting Deputy Head Teacher



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