Letter to all Parents about Term Time Leave

Dear Parent/Carer,

Re: Family Holidays and Special Leave in Term Time

I am writing to remind you of St Luke's Primary School policy about holidays during term time.

The law requires parents to ensure their child's regular attendance at school and normally we would not expect you to take your child out of school for a holiday. There is no automatic right to a holiday in term time.

When considering the timing of your family holiday, please remember the following:

- A two week term time holiday will mean that your child misses out on 10 literacy lessons and 10 numeracy lessons.
- Research shows that children often do not catch up from work missed – this could have serious consequences for their learning and progress.
- Your child's term time holiday could affect other pupils - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- There are 175 non-school days in each year for holidays, cultural experiences and family time.

If after these considerations you feel it is absolutely unavoidable to take your child on a holiday or special leave of absence in term time, you must make an application in advance. Forms are available from the school office and we request that you apply 4 weeks in advance of any proposed holiday or special leave.

The local education authority and the national government strongly discourage schools from allowing term time holidays. While you can be assured that each request will be considered on its individual merits, our practice is to only authorise holidays and leave in exceptional circumstances.

If we do agree to a holiday or leave in term time, it is very important that your child comes back to school on the date agreed. Failure to return could result in your child being deleted from the school roll or legal action being taken against you for the absence. Our school has a duty to keep children safe and this includes knowing where they are.

If you withdraw your child for a holiday during term time and we have not agreed to it, this absence will be unauthorised and could result in a penalty notice (a £60-£120 fine) or a summons to court.

Our aim is to ensure our pupils receive the most from their education and I hope we can count on your support in this matter.

Yours sincerely,
Ann Dwulit
(Executive Headteacher)