



Dear Parent/Carer

As you may be aware the Education Regulations (2013) make it clear that schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. A leave of absence can only be granted in exceptional circumstances and only if applied for well in advance.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holiday period, however, regular attendance at school is vital in helping children to achieve their full potential and get the best possible start in life. Nationally, five million school days were missed in the academic year 2011/ 2012 because of family holidays in term time, which is 10.1 per cent of overall absence in schools. This high level of absence led the government to make this important change to legislation.

Unauthorised absences will be reported to Leeds City Council. This could result in a penalty notice of £60 per parent per child, once the penalty notice is issued, you will have 21 days in which to pay the fine.

This process is in line with current government legislation and Leeds City Council Code of Conduct.

Yours sincerely

John Woods

Chair of Governors