

PRIMARY SCHOOL

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Tuesday 6th November 2018

Dear Parents and Carers,

Holidays and Leave in Term Time

Our school, Lancashire County Council and the government take school attendance very seriously. Evidence shows that even small amounts of time off school can affect children's academic progress.

Unfortunately some families have taken their children out of school in term time, where this could have been avoided. The law states that you have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted.

If you take your child out of school without permission, this may result in you being fined or prosecuted for your child's non-attendance.

You can only allow your child to miss school if you have obtained permission for leave (as above), or if your child is too ill to attend. If we have reason to believe your child is absent from school due to unauthorised holiday, and is well enough to attend, we may ask you to provide some evidence of this, for example a prescription, an appointment card or a note from the GP surgery (not a Doctor's note). Without this evidence, school will be unable to authorise the absences and you may receive a fine.

We appreciate your continued support in this matter.

Yours faithfully,

Mrs A. Howarth

Headteacher