Monday 29th April 2024

Dear parents and carers,

I am writing with regards to holidays taken during term time.

You may remember that earlier in the year I contacted parents to inform them that, in line with the Local Authority (LA) guidance, we would be looking more closely at holidays taken during term time from Summer Term 2024 and that this may involve further Local Authority (LA) action.

I now want to clarify this matter further with you now that we have entered the Summer Term.

Legally, a holiday form **must** be submitted to school if your child will be missing any days from term time for a holiday booked in school time. It is therefore essential that all parents submit a holiday form if they have booked a holiday which involves missing any time from school.

We appreciate the expense of taking holidays in official school holiday time however we also must work alongside the Local Authority (LA) guidance. If a holiday needs to be taken in term time and cannot be avoided, we would appreciate parents trying to incorporate an official school holiday within the time e.g. incorporating the day before or day after an official school holiday rather than booking the whole holiday during term time.

From April 15th 2024, families who take more than 5 days of holiday over the whole school year will be considered for further action by the Local Authority (LA).

Each holiday form submitted will be reviewed and considered by the Local Governing Committee, in line with the Local Authority (LA) guidance, on a case-by-case basis.

Families who repeatedly take holidays (year on year) in term time will be processed by the Local Authority (LA) for further action.

If you require any further clarification with regard to this information, please do not hesitate to contact me.

Thank you for your support with this matter.

Mrs Young

(Headteacher)