

Friday 14th July 2017

Dear Parents and Carers,

Penalty Notices for In Term Holidays

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory education age receive efficient full-time education. This can be by regular attendance at school. If a child of compulsory education age fails to attend regularly at a school at which they are registered then the parent may be guilty of an offence under section 444 of the Education Act 1996.

Here at Willow Green, pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

1. **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. E.g. illness.
2. **Unauthorised Absence:** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request. E.g. holidays taken in term time.

As attendance is so important, we must notify the Local Authority where Penalty Notices should be issued in cases of unauthorised absence. Arrangements for payment will be detailed on the Penalty Notice.

I hope you will understand that this has become necessary and hopefully you will support us and your child by taking your holidays outside of term time.

Thank you for your continued support.

Yours sincerely,

Mr. S. Wynn
Head of Academy