



September 2022

Dear Parent/Carer

RE: HOLIDAY/LEAVE OF ABSENCE IN TERM TIME.

I am writing to all parents to inform you that last academic year **477** sessions of learning were lost due to families taking children out of school in term time.

In line with government guidelines St Paul's C of E Primary School will not authorise any holiday or leave of absence requests in term time. All requests will be passed on to the Local Authority who may decide to take legal action against you and issue a fixed penalty notice.

If you are planning a holiday/leave of absence in term time you must make an appointment to see me in advance and complete a holiday/leave of absence request form providing the date you leave, when you plan to return and why you want to take your child out of school. If your child does not return by the date stated they may lose their place.

If you fail to inform the school you intend to take your child out of school for holiday/leave of absence your child may lose their place and be reported to the Local Authority as missing from education.

I am aware that the majority of pupils attend school regularly and take holidays outside of the school term however it is important for all parents to be aware of the impact any absence may have on your child's education and the potential consequences of this.

If you would like to discuss this matter further please do not hesitate to contact me at school on 0191 2733667.

Yours Sincerely

Mrs Sword
Head Teacher