

Dear Parents/Carers,

Term Time Holiday Requests

In line with our attendance policy and government guidance, and more importantly in the best interest of our pupils. The Extend Learning Academy Network (ELAN) wants to take a common sense and consistent approach to term time holiday requests across all schools within our Trust.

Since September 2013 Headteachers are only allowed to grant leave of absence if they are satisfied that exceptional circumstances exist. The government expects it to be extremely unusual for leave of absence during term time to be permitted by schools.

For all schools within the ELAN Trust, from 1 January 2019 **Term Time Holiday** (leave of absence) **will not be authorised unless there are exceptional circumstances** (a leaflet for more information is available in school). The school will consider each application individually, taking into account the facts and circumstances and relevant background context behind the request. The parent with whom the child normally lives must make the request, and permission must be sought in advance. The process for requesting a leave of absence that is in place at your child's school will not change.

Schools and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with an Education Penalty Notice fine by the Local Authority of £60 per parent per child.

Every School Day Counts to enable our pupils **to be successful**. School gives your child a wide range of important experiences and opportunities from academic lessons, educational trips and school clubs allowing them to develop their interests, create friendships and achieve their full potential. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning and place them at risk of underachieving.

If you have any concerns about your child's attendance or if you would like some further support, **please get in touch** with your child's school, they are there to help.

Yours faithfully

Mahad Ali
Education Welfare Officer
Extend Learning Academies Network (ELAN)