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Dear parents/carers,

### **Family Holidays in Term Time and Term Time leave of absence**

All holidays taken during term time will be unauthorised, unless there are exceptional circumstances. Taking unauthorised leave will lead to a referral to the Access and Engagement Service. This in turn can lead to a Penalty Notice (£80-£160 fine), which will be issued to each parent/carer (with a parental responsibility), for each child that has been absent, if attendance does not improve a summons to court, and fines /court costs of up to £2,500. We will automatically refer you to the Access and Engagement Service in the following circumstances:

- You take your child on holiday without discussing it with us first.
- You fail to return to school on the agreed date, without contacting us to explain why.

I hope you understand that our key concerns are to keep all our children safe and ensure they get the most out of their education. If you need to discuss anything in this letter, please do not hesitate to contact our Access & Engagement Service on 0207 527 5751 or our attendance officer Camilla, who would be happy to help you.

The law requires parents to ensure their child's regular attendance at school and normally we would not expect you to take your child out of school for either a holiday or term time leave. There is no automatic right to a holiday in term time. The two QR codes at the top of this letter give you more information about the escalations and legal intervention that may follow if you take your child out of school during term time.

Yours sincerely,

Camilla McGee  
Attendance Officer