

Churchdown Parton Manor Junior School
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Churchdown Parton Manor Infant School &
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Authorised Holiday 2020-21

1.10.20

Dear Parents & Guardians,

I think it is important to state that any discussions that evolve around attendance and holidays can be indifferent. My initial thoughts to authorise holiday stemmed from my knowledge of the families that come to Parton Manor and what more I could do to support them when planning holidays during the year. The law is clear; all children should regularly attend school during term-time! Our policy states that children should be striving to achieve 100% attendance. However, being a father, I know how important a family holiday is.

As a Federation, we will be offering the following for the next academic year including **non-negotiable criteria**.

Churchdown Parton Manor Schools' Federation will authorise holiday taken between and including Monday 24th – Friday 28th May 2021

Families can take the full 5 days or some of the days within this week. It is important to mention that this week will be the only week authorised during the year. I think it is pertinent to add that the rest of the attendance policy will still run synonymously with this offer. I'm aware that this may not be ideal for some families, but I believe in starting somewhere. Below are the stated criteria for parents and the school.

Criteria for Parent(s):

- Parents to inform the school by 1st November 2020 whether they intend to use the authorised holiday week
- Parents are responsible for their children to achieve at least **96%** attendance by Friday 14th May 2021 to qualify for the authorised window – this includes authorised absence throughout the year
- Parents will show evidence of the planned holiday by the end of the Autumn Term
- Parents are not permitted to take any other holidays during term-time, unless the reasons are exceptional and the Head Teacher has approved the request
- Parents are expected to send their children into school with mild ailments; the school will call you if things worsen
- **Should your child not reach the 96% threshold and you take the child on holiday regardless, this will be marked as unauthorised and the School will request a Penalty Notice**

Criteria for school:

- School will keep parents informed of the children's attendance for families applying for the authorised window week during the year
- School will ensure that activities are sent with the children to be completed whilst absent

- School will continue to assess each holiday request as part of its Attendance Policy

It is essential that parents stay in communication with myself and the offices throughout the year, so there is transparency.

Kind regards

A handwritten signature in black ink, appearing to read 'D Preece', with a long horizontal flourish extending to the right.

Mr. D Preece
Executive Head Teacher