

Authorised Holiday Week

Dear Parents & Guardians,

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 (available at <https://partonmanorfed.co.uk/key-information-attendance/>) states that children should be striving to achieve 100% attendance. However, being a father, I know how important a family holiday is. So, as a Federation, we will authorise holiday taken *between and including* **Monday 23rd – Friday 27th May 2022**. This leads into the May half-term break.

Families can take the full 5 days or some 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. Below are the stated criteria for parents and the school.

Criteria for Parent(s):

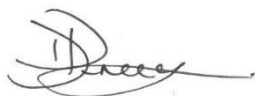
- Parents will submit an absence request form (available from the school office) by October 31st 2021
- Parents will submit evidence of the holiday booking as soon as possible but always before the holiday week – if no evidence is submitted, the week will be unauthorised and the school will request a Penalty Notice
- 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
- Parents are responsible for their children achieving at least **96%** attendance by Friday 20th May 2022 to qualify for the authorised holiday – this includes authorised absence throughout the year
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 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



Mr. D Preece
Executive Head Teacher

Request-authorised holiday week 23rd-27th May 2022

Pupil Name:Class/Tutor Group:

Pupil's address:

Please tick the day(s) your child will be absent

Monday	23 rd May 2022	<input type="checkbox"/>
Tuesday	24 th May 2022	<input type="checkbox"/>
Wednesday	25 th May 2022	<input type="checkbox"/>
Thursday	26 th May 2022	<input type="checkbox"/>
Friday	27 th May 2022	<input type="checkbox"/>

I understand that if the absence request is not authorised (due to reasons stated on attached letter) and the holiday is taken, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay, this it may result in legal action.

Please be aware that there are 2 sessions in a school day. 10 sessions are equivalent to 5 days of absence. A Penalty Notice is likely to be requested with 10 or more sessions being missed in a 10-week period.

Name of parent/carer making application

Dr/Mr/Mrs/Miss/Ms: Relationship to child: DOB:

Forename: Surname:

Address:

.....Postcode:

Contact Number.....

Signed: Date:

Name of parent/carer making application

Dr/Mr/Mrs/Miss/Ms: Relationship to child: DOB:

Forename: Surname:

Address:

.....Postcode:

Contact Number.....

Signed: Date.....

I/We enclose evidence of the holiday booking

I/We will provide evidence of the holiday booking, before the authorised week and I am aware that if I do not, a Penalty Notice will be issued

Please return to the school office by October 31st 2021