

Dear Parents/Carers

### **HOLIDAYS DURING TERM TIME – IMPORTANT INFORMATION**

The Government has implemented new legislation effective from 1<sup>st</sup> September 2013 which means that no requests for holidays can be authorised except in exceptional circumstances.

When a parent/carer wishes to apply to take their child out of the academy during term time they must complete a leave of absence form, which is available from the academy. This should be submitted to the academy at least 4 weeks before the proposed start of the holiday and before booking the holiday. For the Academy to consider exceptional circumstances the request must be put in writing. A meeting will then be arranged with the Principal to discuss the request.

The Local Authority have issued guidance to all schools and Academies on the definition of an exceptional circumstance. Don Valley Academy works very closely with the Local Authority and holiday requests that are unauthorised will be processed to the Local Authority in order for a Fixed Penalty Notice to be issued in line with the government's new legislation. Where a Head Teacher/Principal feels that there may be an exceptional circumstance which does not fit the specified criteria, they may refer to the Local Authority for advice.

If you take your child on holiday during term time, without the authorisation of the Principal, the Principal will make a request to the Local Authority to issue a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Please see the Local Authority leaflet, *'Information to Parents About Fixed Penalty Notices'*, on the reverse of this letter, explaining this further.

We look forward to your support in this drive to improve school attendance and encourage our young people to take full advantage of the educational opportunities available to them.

Yours sincerely

K. Squire (Mrs)  
Principal