



6 October 2022

Dear Parent/Guardian

Unauthorised Holiday in Term Time & Attendance Policy

Maiden Erlegh Chiltern Edge is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them. Recently the Department for Education published a document to support this ethos entitled "A Summary of Responsibilities for School Attendance" and below are the columns appropriate to yourselves and the school.

I am also writing to you to ensure that all parents are aware of action that may be taken for unauthorised holiday in term time during the academic year when a request for leave due to exceptional circumstances is declined.

Under the education related provisions of the Anti-Social Behaviour Act 2003, Local Authorities, schools and the police have the duty to issue penalty fines to parents or carers of children who are absent from school for the purpose of family holidays during term time without authorisation from the Headteacher.

Where a request has not been made and a pupil is absent from school, the school reserves the right to challenge parents/carers and record the absence as unauthorised accordingly.

In accordance with the School Attendance Policy, if permission is not given by me for exceptional leave the following action may be taken.

A referral will be made to the County Attendance Team to investigate the absence further and you may be liable for a penalty notice. This is a fine of £60 per parent/carer for each child absent from school. The issuing of such a notice gives you the opportunity to pay a penalty fine instead of being prosecuted for an offence under Section 444 of the 1996 Education Act.

Pupils at risk of becoming persistently absent	
Parents are expected to:	Schools are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance.

	<p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>
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Persistently absent pupils	
Parents are expected to:	Schools are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>

Severely absent pupils	
Parents are expected to:	Schools are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>

I would ask that all parents/carers consider any request for leave very carefully and work with us to promote full attendance and access to education.

Please receive this letter as a positive approach which seeks to avoid the necessity for this action. I very much look forward to seeing you at future school events planned during the exciting year ahead.

Yours sincerely

A handwritten signature in black ink that reads "A. Hartley". The signature is written in a cursive style with a long, sweeping underline.

Mr A Hartley
Headteacher