



Vernon Crescent, Ravenshead, Nottingham, NG15 9BN
Head Teacher: Kate Cumberpatch (BEd)

Phone/Fax: (01623) 461 010

Email: office@agps.org.uk

Web: abbeygatesprimaryschool.co.uk



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Dear Parents

REQUESTS FOR LEAVE OF ABSENCE FOR HOLIDAYS

Whilst our School Prospectus makes it clear that holidays should not be taken in term time and there may be a fine issued, we thought it timely to remind parents of the above.

Government regulations prevent schools from authorising holidays* in term time and the Local Authority (Notts County Council) are the body who issue penalty notices if children's attendance falls below 90 % in any six week period (more than 3 days in 6 weeks). The school forwards absence information to the LA who issue penalty notices. The current charge is £120 per child per parent. This reduces to £60 if paid promptly. This money is retained by the LA.

When regulations changed in 2013, Governors agreed that we would endeavour to attach INSET (staff training) days to school holidays. The school recognises the savings made when booking outside of school holidays so you may consider when you travel and if possible do this on an INSET day?

The "Request for Withdrawal from Learning" form (available from the website or office) should be completed no later than 4 weeks from the date of the proposed absence. It clearly outlines the Government regulations and the potential for a penalty notice - parents sign the form to acknowledge their awareness of this.

Further, there may be exceptional circumstances* leading to the request for holiday absence. Evidence/ explanation of this should be included at the time of the request and this is then considered on a case by case basis.

We have an INSET planned for Monday 3 June 2019 and have one further day to plan - we will advise you as soon as possible.

Yours Sincerely

KATE CUMBERPATCH

HEADTEACHER

