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Dear Parents and Carers,

### LEAVE DURING TERM TIME

I write to remind you of the regulations issued by the Government regarding leave of absence during term time.

From 1<sup>st</sup> September 2013, "the regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Headteachers should determine the number of school days a child can be away from school if the leave is granted".

For further information on the changes to these regulations please refer to:  
<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

This means that **no holidays can be taken during term time**. If you take your child on holiday it can no longer be authorised and will therefore be unauthorised absence from day one.

After 20 consecutive days of unauthorised absence your child will be removed from the register and lose their place at the school. In addition if you take unauthorised leave you could face a fixed penalty notice whereby you will be fined.

**This is Government legislation which the school has to comply with.**

Yours sincerely

Headteacher