



**County Hall
Hertford, SG13 8DF**

TO PARENT/CARER

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My ref: JD/jt

Dear Parent/Carer

I understand that you have requested that your child is given time away from school, in order to take part in a family holiday.

Recent changes to legislation make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request you should discuss these with your head teacher. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development.

Yours sincerely,

Justin Donovan
Director of Education and Early Intervention
Children's Services