

Sandbrook Primary School

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Unauthorised Holiday

DATE

Dear

As you are aware, one of my roles as deputy head teacher is to ensure that the attendance for every child is at least 97% and that as a school we follow the legal requirements set out in the DFE and Wirral attendance policy documents. Therefore I must advise you that taking your child(s) on holiday during term time is classed by the government as an unauthorised leave of absence.

Whilst I appreciate the financial implications of taking your children away during school holidays, as of September 2018 any family that accumulates 5 or more unauthorised leave of absences for their child(s) will receive a fixed penalty notice from the local authority, no matter their child(s) overall attendance percentage is.

Of course we don't want this to happen to any of our families and I am therefore writing to you in the hope that you will not take your child on any more unauthorised leaves of absences. If you wish to discuss this matter with me further, please make an appointment with the school office team.

Regards,

Mr Mervyn
Deputy Headteacher

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