



Countesthorpe Family of Schools Attendance & Improvement

December 2013

Dear Parent/Carer,

Re: Family holiday during term time and penalty notices 2013

As the Attendance Improvement Officer for the Countesthorpe Family of Schools, I am writing to you to gain your support with regard to the new legislation that came into place on the 1st September 2013 in relation to holidays during term time and the issuing of penalty notices to parents.

As you are all aware, Head teachers will no longer be able to grant any leave of absence for family holidays, unless there are exceptional circumstances which support the request.

At the present time penalty notices will not be issued automatically for unauthorised holidays, however, at my request (on behalf of the Family of Schools) Leicestershire County Council **will issue penalty notices to families who take unauthorised holiday during term time, IF their child falls into 1 or more of the categories below:**

- Child has low attendance (the School will take into account the previous academic year)
- Child is already subject to attendance improvement support by myself
- Further unauthorised absence following previously unauthorised absence

Schools are under increasing pressure by the Government, to ensure that legal sanctions (such as the issuing of penalty notices) are in place and will be accountable for this to Ofsted and outside bodies. It is for this reason that as a Family of Schools, we have agreed to adhere to the criteria above, in relation to unauthorised holidays and penalty notices, and act in the best interests of our pupils and their attendance.

On behalf of the Countesthorpe Family of Schools, I would urge families to help us to avoid the issuing of penalty notices by not taking family holidays during term time.

Thank you for your support with this change in legislation.

Yours sincerely,

Sue Read
Attendance Improvement Officer
Countesthorpe Family of Schools

Family of Schools: Countesthorpe College, Leysland High School, Greenfield Primary, Thistly Meadow Primary, Blaby Stokes Primary, St Peter's Primary, Badgerbrook Primary, Thomas Estley College, Old Mill Primary, Orchard Primary, Hallbrook Primary, Arnesby Primary, Cosby Primary.

Attendance Improvement Officer: Sue Read
Countesthorpe Community College
Winchester Road, Countesthorpe
Leicestershire LE8 5PR
Telephone: (0116) 277 1555 • Mobile: 07912 286443
Email: sread@countesthorpe.cc