

The Newman Catholic Collegiate



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Dear Parent/Carer,

I am writing to inform you about attendance procedures across the collegiate. As you know children across the country have missed so much time from school. As a Collegiate we need to do all we can to ensure that all our children attend school regularly and avoid taking time off school unnecessarily.

The Government has issued clear guidance which states;

Attendance is mandatory for all pupils of compulsory school age. This means it's your legal duty as a parent to send your child to school regularly if they are registered at one.

If you have concerns about your child attending, you should discuss these with your school or college.

The guidance places a clear expectation that schools will do all they can to promote attendance and punctuality.

You will aware that the Department for Education made important changes to the law for families wanting to request a leave of absence or a holiday during term time. The changes made it clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Holidays in Term Time Legislation states that Principals are not able to grant holiday requests – in fact it is illegal for them to do so. Furthermore, unauthorised leave or holidays in term time will result in the Local Authority issuing parents with a £60-£120 penalty notice. The Directors have asked all Principals to ensure that any parents who take their children on holiday or take an unauthorised leave of absence during term time are now referred to the LA so that fines can be issued. I know that this may seem punitive but it is the law and schools have no option but to follow it – I am sure that you will understand.

Each school has published its term dates on its website and I ask you to study these before booking any holidays or events which involve your child being absent from school during term time.

As you know we value the relationships with all our families. However, we are bound to follow the Government advice and will follow the procedure to fine parents who take their children out of school for unauthorised reasons during term time.

Thank you for your support.

Mr I Beardmore
Senior Executive Leader
