



Dear Parents/Carers

At the recent Governing Body Meeting, Governors voted to adopt the Durham County Council policy regarding unauthorised absences.

An unauthorised absence is when a child is taken out of school without permission from the head teacher, including holidays in term time. When this happens you could receive a fine (Fixed Penalty Notice).

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will still miss out on the teaching that their classmates will receive. Children returning for a term time holiday are also unprepared for the lessons that build on the teaching they have missed.

In the case of an unauthorised absence/holiday, Durham County Council will be notified of the unauthorised absence/holiday taken, and a Penalty Notice will be issued. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine for £60 per parent per child, which increases to £120 per parent per child if not paid within 21 days. If the Penalty Notice remains unpaid after 28 days, this may result in legal action.

The fine is paid to Durham County Council, Leadgate Primary School do not receive any monetary gain.

We recognise that there can occasionally be exceptional circumstances and if you feel this may be the case you must apply to the Head teacher before any potential bookings are made. However very few requests fall into this category.

More information on the policy can be found at: <http://www.durham.gov.uk/article/2208/Holidays-during-term-time>

A response will be sent to you as soon as possible. If the request is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

We hope you will support us in working for improved attendance

Yours sincerely,
Mr. M. Watson

Mr. N. Jackson

Headteacher

Chair of Governors

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