

Hilltop Infant School
Hill Avenue
Wickford SS11 8LT
Tel: 01268 762531



14th July 2010

Dear Parents and Carers,

As some of you are aware, the Wickford headteachers have been discussing holiday authorisation and a proposal was put forward to reduce the number of days that a headteacher would authorise to five. However, the governing body of Hilltop Infant School has discussed the matter at length and has agreed that we will maintain the existing arrangements at our school. I would like to clarify what these are so that all families are aware of procedures before requesting leave:

- ◆ Taking your child out of school during term time could be detrimental to your child's educational progress.
- ◆ Term-time holidays should only be requested in exceptional circumstances and a letter detailing the special reasons should accompany the leave of absence form.
- ◆ No holidays will be authorised during the first two weeks of September.
- ◆ Holidays taken by Year 2 pupils when teacher assessments are being finalised will not be authorised.
- ◆ Up to 10 days **may** be authorised within one academic year but this is at the discretion of the headteacher and is not an entitlement.
- ◆ Odd days mid-week will not be authorised.
- ◆ Leave of absence for a holiday will only be authorised if a child's attendance is above 90% and if no unauthorised leave has been taken in the past 12 months.

If leave of absence is not authorised and is still taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to **each parent for each child** taken out of school.

Families may also need to apply for leave of absence for reasons other than holidays and these requests will always be considered on an individual basis. There is no need to fill in the leave of absence form if your child has a dental or medical appointment but please write a note in advance and bring the appointment card to the school office.

If you have any concerns about these arrangements or if anything is unclear please contact me and I will be happy to discuss the matter with you.

Yours sincerely,

Mrs K Mackenzie