

Dear .....

You have made a request to take ..... on holiday during term time. The school will not authorise the absence on this occasion. DfES guidance states that taking a holiday during term time means that children miss important school time both educationally and for other school activities. It will be difficult for them to catch-up on work later on. It is calculated that children who miss two weeks of school per year miss out on 5% of their education.

Under current DfE regulations, parents are not entitled to remove children from school for holidays as of right; only the school and it's Governing Body have the discretion to grant up to ten days authorised absence in a school year where this is unavoidable or due to exceptional circumstances. I see from .....’s attendance report that ..... attendance is already very low at .....%.

The DfE and Drayton Manor High School require a minimum average attendance of 96% and I have to inform you that as a parent you have a legal duty to ensure the full-time attendance of your child (Education Act 1996). Not to do so is an offence which may result in a referral being made to the Student Welfare and Support Officer and a possible fine of over £2,000.

We would strongly advise you to avoid booking family holidays in term time in the future due to the adverse effect this may have on your child's education. All future holidays during term time will be recorded as unauthorised absence if not agreed by the school in advance.

If you would like to discuss this matter further, please contact me at the school.

Yours sincerely,

....HOY.....