



**Kender
Primary School**

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Dear mums, dads and carers

Holidays during term time

Headteachers in Lewisham have all been contacted by the LA's Attendance and Welfare Service regarding a change of regulations which came into force on 1 September 2013.

Until 1 September 2013, headteachers were allowed to grant leave of absence for family holidays during term time "in special circumstances" for up to ten days per year. Amendments to the Education Regulations 2006 now allow headteachers to grant leave of absence during term time only in "exceptional circumstances". Headteachers can also decide the number of school days a child can be away from school if the leave is granted. Reasons for exceptional leave must be put in writing and cannot be given retrospectively.

Where leave of absence is refused and a child is still absent from school, you should be aware that Lewisham's Attendance & Welfare Service may now issue Fixed Penalty Notices to parents. From 1 September 2013, parents must pay £60 within 21 days or £120 within 28 days if a Fixed Penalty Notice is issued.

Please also be aware that the changes to the Regulations now mean that Fixed Penalty Notices can also be issued to each parent who fails to ensure their children's regular attendance at school.

Finally, I have been asked to inform you that we are asked to challenge all medical absences to ascertain whether the absence is genuine and how long the pupil will be away from school. We are also asked to request medical evidence to substantiate absence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Keith Barr', written over a horizontal line.

Keith Barr
Headteacher

Contacts

Headteacher
Keith Barr

Deputy Headteacher
Increase Eko

School Business Manager
Alice Luxmoore