



## A SHARED LETTER ACROSS REDDITCH & BROMSGROVE

Dear Parents and Carers,

**A shared letter across Redditch & Bromsgrove to work in partnership with all families to support excellent school attendance.**

Thank you for your ongoing partnership in supporting excellent school attendance this academic year. We are writing to you at this time of year when we all see many adverts for discounted holidays. While these offers can be tempting, we want to gently remind everyone of the importance of good attendance and the impact of taking a holiday during term time. There is a national drive to make sure that no minutes of learning are lost unnecessarily, as every lesson helps children to grow and succeed. This is why it is so important that children do not take holidays during term time.

Time away from school can also:

- Result in children falling behind their peers
- Cause gaps in their learning
- Lead to children missing out on social development
- Make it harder to join in with class activities
- Mean they miss special events and shared experiences with their friends

Though taking a holiday at any time has a detrimental impact on pupils' learning and social development, this is especially important in **September** when pupils are settling into a new school year, getting to know their new teachers, building the foundations for their new learning and building friendships. It is also very important in the **summer term**, when many pupils take part in assessments that help prepare them for the next stage of their education. Missing time in either of these key periods can make it harder for children to feel confident and keep up with new work.

Please remember that the **national guidance** is clear: schools can only approve term-time leave in very rare cases. If a pupil is taken out of school without permission, parents may receive a **penalty notice (a fine)** from the local authority. As schools, we are asked to inform you that in line with Worcestershire County Council Policy and The Department for Education guidelines, unauthorised absence may be subject to a penalty notice fine, **per parent, per child**.

Trigger	Action that will be taken
<b>1<sup>st</sup> period</b> of 10 sessions of unauthorised absence within a 10 week period	<b>1<sup>st</sup> penalty notice issued.</b> £160 per parent, per child, reducing to £80 if paid within 21 days
<b>2<sup>nd</sup> period</b> of 10 sessions of unauthorised absence within a 10 week period; incurred within 3 years	<b>2<sup>nd</sup> penalty notice issued.</b> £160 per parent, per child (no reduction for early payment)
<b>3<sup>rd</sup> period</b> of 10 sessions of unauthorised absence within a 10 week period; incurred within 3 years	<b>A penalty notice will not be issued.</b> If suitable, the matter will be presented to the Magistrates' Court under S4441 of the Education Act 1996. Cases found guilty in the Magistrates Court could incur a fine of up to £1,000 per parent, per child, and a criminal record failing to secure regular attendance. Additional court costs may also be charged.

We want every child to have the best start to the year and to feel settled, happy, and ready to learn. Thank you for your support in making sure your child attends school every day that they are well enough to do so, and for continuing to work in partnership with us, sharing the ambition to maintain excellent school attendance across Redditch and Bromsgrove and the best possible educational outcomes for your child.