



QUEENSWAY SCHOOL

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30th September 2019

Dear parent/carer

Queensway School is committed to ensuring that your child receives the best possible education to prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.

I am writing to you to ensure that you and all parents are aware of action that may be taken for Unauthorised Holiday in term time during the academic year when a request for leave due to exceptional circumstances is declined.

Under the education related provisions of the Anti-Social Behaviour Act 2003, Local Authorities, Schools and the Police have the duty to issue penalty fines to parents or carers of children who are absent from school for the purpose of family holidays during term time without authorisation from the Headteacher.

Where a request has not been made and a pupil is absent from school, the school reserves the right to challenge parents/carers and record the absence as unauthorised accordingly.

In accordance with the School Attendance Policy, which can be viewed on the school website, if permission is not given by me for Exceptional Leave the following action **may be taken**:

A referral will be made to the County Attendance Team to investigate the absence further and you may be liable for a penalty notice. This is a fine of £60 per parent/carer for each child absent from school. The issuing of such a notice gives you the opportunity to pay a penalty fine instead of being prosecuted for an offence under Section 444 of the 1996 Education Act.

There are 175 non-school days each year so can I please ask that you use these days for holidays. I would ask that all parents/carers consider any request for leave very carefully and work with us to promote full attendance and access to education.

At Queensway we are delighted to say that our attendance has improved year on year and at the end of 2018-2019 our attendance rate was over 96% which is in line with national expectations. However, worryingly, 17 children missed more than 10% of school last year so are classed as persistent absentees. Therefore, as part of the Local Authority and Banbury Partnership we are taking the approach outlined above to improve attendance for *all* children.

Please receive this letter as a positive approach which seeks to avoid the necessity for this action. This letter replaces any individual warning letters as it clearly outlines to all our parent community what will happen if term time holidays, which are unauthorised, are taken.

I apologise that for many of our families this will not apply to them and thank you for your commitment to good attendance.

Yours sincerely

Mrs Sarah Horbury-Jakeman
Head Teacher