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3<sup>rd</sup> December 2015

Dear Parent/Carer

**Re: The law in relation to school attendance**

I sent a letter to you at the end of last term from Sally Hodges, Director of Children's Services. It reminded you of the national legislation passed in 2013 in relation to request to take children out of school for a holiday during term time. From September 2013, it became unlawful for pupils to be granted holiday from school during term time and as such, headteachers are unable to give permission.

Our Attendance Policy has been changed made to reflect this legislation. Governors adopted the policy on 23<sup>rd</sup> November 2015 and it is available to view on our school web site or a copy can be requested from the school office.

As you should be aware, parents and carers can be fined upto £120 per parent, per child for taking holidays in term time. A full copy of the Penalty Notice Code of conduct for Solihull is available on line at:

<http://www.solihull.gov.uk/portals/0/schools%20and%20learning/leaveofabsencerequests.pdf>

If you have any questions, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Amanda Mordey', with a horizontal line underneath.

MRS A R MORDEY  
PRINCIPAL