



# Eye C of E Primary School

Learning and Growing Together for Life in All its Fullness  
*"I came to give life, life in all its fullness." John 10:10*

**Eye C of E Primary School**  
Eyebury Road, Eye,  
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Headteacher: Mr J Webster  
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## **Subject: Holidays During Term Time**

Dear Parents and Carers,

As we approach the time of year when many families begin to think about booking holidays, I would like to remind you of the guidelines we are required to follow regarding pupil attendance.

As a school, we must adhere to both local authority and government regulations, which state that head teachers are not permitted to authorise holidays during term time unless there are exceptional circumstances.

The Local Authority inform us if they believe that exceptional circumstances occur. This applies to all schools nationally, and it is not a decision made independently by our staff.

We fully understand that holidays can be significantly cheaper during term time, and we appreciate the financial pressures many families face. However, we ask that you also factor in the cost of the fine when making your decision. If you take your child out of school without authorisation, the local authority – not the school – are responsible for issuing a fixed penalty notice. All monies raised by fines are paid to the Local Authority and not the school.

### First Offence

£80 per parent, per child if paid **within 21 days**.

**If not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22<sup>nd</sup> and 28<sup>th</sup> day.

**Please see attached document from the local authority on how penalty notices are managed after the first offence.**

This process is automatic and out of the school's control once an unauthorised absence has been recorded.

Regular attendance is essential for your child's academic success and wellbeing. We strongly encourage you to book holidays during the designated school holiday periods, which are published on our website and available from the school office.

**GRATITUDE**

**Thankfulness, Service**

**RESPECT**

**Compassion, Peace, Justice**

**OWNERSHIP**

**Community, Forgiveness**

**WISDOM**



If you feel there are exceptional circumstances you wish to discuss, please contact the school office in advance, who will seek advice from the local authority.

Thank you for your cooperation and continued support.

Yours sincerely,

Mr J Webster

A handwritten signature in black ink, appearing to be 'J. Webster', with a stylized flourish at the end.

Headteacher