



## **INFORMATION REGARDING ABSENCE** **IN TERM-TIME**

As our Attendance Policy states, under Government Guidelines published in 2013, we no longer authorise holidays during term-time. Absences, such as holidays, of 10 sessions or more, will result in the Local Authority being informed of the absence and they may issue a Fixed Penalty Notice. This penalty is £60 per adult, per child, if paid within 21 days and is payable to Cheshire West and Chester Local Authority.

A copy of our agreed Attendance Policy can be requested from school or located on our website. A summary of this information is also shared with parents and carers termly through the 'Attendance Information' booklet.

We have a duty of care to our pupils and need to know where pupils are when they are not present in school. Therefore, if you are planning on taking your child(ren) out of school during term-time, please explain the reasons for this decision below, also highlighting the days on which they will be absent from school.

Many thanks.

*Name of pupil(s):*

*Year Group:*

*Dates:*

*Reason:*

*Signed: ..... Dated: .....*

**School will now respond to this information within 48 hours, providing an explanation of our next steps regarding this matter.**