



Outwood Grange Academy  
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Principal: Mrs Sabiha Laher

April 2017

Dear Parent/Carer

**Holidays during term time**

There has been a lot in the news regarding parents/carers taking children out of school for a family holiday, including a number of high profile court appearances by Mr Jon Platt and the Isle of Wight Council. The most recent judgement in the Supreme Court ruled that to attend school “regularly” meant “in accordance with the rules prescribed by the school”.

At Outwood Grange Academy we prioritise education and our attendance policy is clear. We cannot and will not authorise leave of absence for family holidays unless there are exceptional circumstances why the absence must be taken during term time rather than during the school holidays. Parents/carers must make an application in advance and will be notified whether the absence will be authorised or not. In cases of unauthorised absence, a Penalty Notice may be issued which means a fine of £60 if paid within 21 days, rising to £120 if paid between 22 and 28 days. Non-payment of a Penalty Notice will lead to a prosecution in the Magistrates Court for the offence of failure to ensure the regular school attendance of a child.

Please help us to help your child. Ensure your child attends school every day unless they really are too ill to attend. Good attendance is vital to your child’s progress and future life chances.

Finally, in order to fulfil our safeguarding duty to your child, we must know where they are if they are absent from school. Please think what message it gives to a child if they are told to be untruthful regarding an absence from school.

If you have any questions regarding absence or attendance, please contact the Attendance Office on 01924 204350 Option 2.

Yours sincerely

Mrs J Levitt  
Director of Attendance and Student Welfare