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September 2018

Dear parent/carer,

### Good attendance

We know from research that children who have good attendance perform better academically. There is an expectation that all parents and carers will ensure that their child attends school. Schools in England open for 190 days per year and this means that parents have 13 weeks each year when they can arrange family holidays.

The purpose of this letter is to remind all parents and carers of the procedures in place for dealing with attendance in your child's academy. These procedures have been agreed by the academies that are part of the Focus-Trust. Academies within the Focus-Trust adopt a zero-tolerance approach to requests for holidays during term time

Amendments to the government regulation removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Do please read the attached 'Attendance Policy'.

Every request for leave of absence will be considered on a case by case basis. However, **we take this opportunity to remind you that holidays in term time and extended leave are not classified as exceptional circumstances and will not be authorised.**

Where children have unauthorised absence, the academy may request that a fixed penalty notice be issued by the Local Authority. If your child is absent for more than twenty days, there is also the strong possibility that your child will be removed from roll and they may lose their school place.

We appreciate your support in making sure that your child has good attendance. We want them to do their very best and develop good habits by attending regularly.

Thank you for your support.

Helen Rowland  
Chief Executive Officer of Focus-Trust

