

Your reference
 Our reference Education Welfare Team/TMM
 Date 8 May 2018



**Children & Family
 Services**

Civic Centre
 Glebe Street
 Stoke-on-Trent
 ST4 1RU
 Louise Rees
Director

Dear Parent / Guardian

Re Leave of Absence during Term-time

The City Council has as one of its top priorities the raising of pupils' attainment in all of our schools and it is clear that improving attendance and reducing levels of persistent absence are the most important factors in achieving this goal. This cannot be achieved without your co-operation and while we would like to thank you for the work you have already done we must ask for further support in this crucial area.

We are asking for your support by not taking holidays during term time.

REMEMBER – The law states parents DO NOT have the automatic right to take their child out of school in term time

Why shouldn't parents / carers take their child out of school in term time?

1. Your child will miss important work and may never catch up
2. You may be helping your child to establish poor patterns of attendance
3. You are putting your child at a disadvantage by adding barriers to their learning
4. You will affect your child's assessments and results from Nursery to GCSE's
5. You are creating more work and pressure for your child and teachers
6. You are reducing your child's career prospects and earnings
7. You may disrupt access to specialist support needed by your child
8. You are saying that education is not important

If any periods of absence taken which are unauthorised, they will be recorded as such in your child's attendance register. If your child has further periods of unauthorised absence you may be issued with a penalty notice of £60 per parent per child. If this remains unpaid after 28 days, it increases to £120. Further non-payment results in automatic prosecution in the Magistrates Court.

Your child's education is important; together we can ensure that they reach their full potential.

Yours sincerely

Tracey Middleweek
 Education Welfare Officer on behalf of Hanley St Luke's C of E (A) Primary School