



St. Mary's Catholic Primary School

Educate Protect Love Serve



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28th November 2018

ATTENDANCE Penalty Notices for term time holidays

Dear Parents/Carers,

After meeting with the Educational Welfare Officer (EWO) yesterday it is clear that term time holidays are having a significant, detrimental impact on our attendance at St Mary's. As you know we are committed to improving our attendance and ensuring that every pupil in our school has the opportunity to reach their potential. With this in mind we need to clarify to parents and carers that term time holidays are **not** authorised and that penalty notices can be issued.

We understand that there may be exceptional circumstances for some families and each case will be considered on an individual basis. We ask that you request holiday by a letter or email to the Headteacher, Mrs McDonald, and then a meeting either in person or by phone call can be arranged for you to discuss your reasons.

Dan Burbridge our County EWO advised that historic data is also taken into account when considering each case. If you have had a family holiday in term time before the current term, then it is likely you will be fined each time this happens.

The current penalty notice is **£60 per child per parent** but please be aware that this also carries a **criminal record**. It is a criminal offence for failing to ensure your child's full and regular attendance.

We will continue to support families and work together to ensure we are doing everything we can to improve attendance here at St Mary's. Our attendance has increased from last year but we still have further improvement to make. We ask that you continue to support us in this and ensure your child/ren are in school, on time, everyday so that they have the best opportunities possible.

If you have any questions regarding attendance please do not hesitate in contacting me. Email psa@st-marys-bod.cornwall.sch.uk or telephone 01208 73218.

Yours sincerely,

Mrs Landry
Pastoral Lead



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