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Dear Families of Monksdown,

Monksdown Primary School is determined to do everything they can to ensure your child has the very best start in life. An essential part of this is that every child is punctual and attends school. As a parent or carer, you have an important part to play. Your child has the right to a good education and you have a legal responsibility to ensure that they go to school on time, all of the time.

Pupils should only be absent from school if:

- They are too ill to attend
- They have a medical appointment that can't be arranged out of school hours
- There are exceptional circumstances
- Advanced permission has been granted from school

Leave of Absence during term time:

Parents/Carers do not have a right by law to take their child on holiday during school term-time.

Only in **exceptional circumstances** may school grant leave of absence for a holiday. A written application to the Head Teacher or myself, Chair of Governors, must be made in order for the school to consider this. If a parent/carer takes a child on holiday without prior permission from the school, the Local Authority may issue a Penalty Notice of £120 per child, reduced to £60 if paid within 21 days. Even if a leave of absence is permitted it still counts as an absence and is recorded as Unauthorised. Permission simply means a fixed penalty will not be issued.

If you are experiencing issues with your child's attendance the school's attendance team are there to support. Please contact the school should you require their help.

I have attached the school calendar dates for 2022-2023 for your information.

Kind Regards

Martin Reynolds
Chair of Governors

