



# Barcroft

Primary School



**Barcroft Primary School**  
Barcroft  
Willenhall  
West Midlands  
WV13 1NA

Tel: 01902 368132

Email: [postbox@barcroft.walsall.sch.uk](mailto:postbox@barcroft.walsall.sch.uk)  
Web: [www.barcroft.walsall.sch.uk](http://www.barcroft.walsall.sch.uk)

**Headteacher: Mrs J.K. Johl**

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Dear Parent / Guardian,

### **Re: School Attendance / Term Time Holiday.**

You will be aware that we work very hard in school to promote regular attendance and offer a range of rewards when children have an excellent attendance record. We invest in our rewards because we realise that absence can impact on our children, not only learning in the classroom but also amongst their social groups. However, the Local Authority has recently advised us that, in common with all other Walsall Schools, we must adhere to the statutory guidance in respect of term time holidays. By looking at our high number of absences related to holidays taken in term time I can see why the local authority has issued this advice.

I am sure you understand I now need to comply with regulations which came into force in September 2013. Under this legislation I am not able to authorise leave of absence for the purpose of a family holiday and Head teachers can only authorise leave of absence if there are exceptional circumstances which specifically excludes absence for the purpose of family holidays from this date.

In order to comply with Walsall's Local Codes for issuing Penalty Notices, I am obliged to refer all incidents of authorised holiday, effecting children of compulsory school age, to the Local Authority which will issue a penalty notice. Penalty notice fines are set at £60 per parent per child and are applicable for each child. This means that one parent with two children who have an unauthorised holiday can be fined £120; two parents with two children will be fined a combination total of £240. Penalty notice fines should be paid within 21 days when they each increase to £120. If a penalty notice is not paid after 28 days then the case is referred to Magistrates Court.

From today, the school's leave request will no longer be used so if you feel there are exceptional circumstances which apply to your request for leave of absence, please put them in writing in the form of a letter and these will be considered.

Our current attendance policy makes it clear that parents do not have the right to take their children out of school for a family holiday and that unauthorised absence will be referred to the Education Welfare Service for a penalty notice to be served.

I am aware that other schools have been complying with these regulations since they were introduced so I hope you understand that our practice is required to change and you will support me in implementing the changes which will result in a better learning experience for all our children.

Yours sincerely,

Mrs J.K. Johl  
Headteacher.

Nov 2017.

