



Reading Girls' School

Principal: Marika Farrugia

September 2022

Dear Parents/Carers

I am writing to remind you about the law relating to holidays / leave of absence from school in term time.

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. The Department for Education only allows a Principal discretion to consider an absence/holiday in term time in "special circumstances". Very few requests fall into this category. If you consider that your request falls into this category, you will need to complete a 'leave of absence during term time' form, which can be obtained from Reception. This form should be returned to the school at least 14 days before the start of the absence.

In deciding whether to authorise the holiday, the following will be taken into account:

- Reasons given for the holiday
- The time of year/term
- Whether your child will miss tests/examinations or preparations for these.

A response will be sent to you as soon as possible and we would advise that you do not book anything before this time. If the request is not considered to be a special circumstance, and you nevertheless take your daughter out of school, the absence will be recorded as unauthorised.

In the case of an unauthorised absence/holiday, Brighter Futures for Children will be notified of the unauthorised absence/holiday taken, and a Penalty Notice may be issued. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine for £60 per parent per child, which increases to £120 per parent per child if not paid within 21 days. If the Penalty Notice remains unpaid after 28 days, this may result in legal action.

I hope you will support our efforts to raise attendance and attainment.

Yours sincerely

M Farrugia
Principal