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Head Teacher: Mr. P. Craig
Monday 17th October 2022

Dear Parents/Carers,

Our new Attendance Policy, which has been agreed by the Directors of Bishop Chadwick Catholic Education trust, has been ratified by the Local Governing Committee and is available via this [link](#).

Within the policy, there is a section titled

Parental Request for Absence from School for Holiday

It states "With effect from September 2013, the government abolished the right of Head Teachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Head Teachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Parents are encouraged to keep open lines of communication with school over absence as persistent absence can be considered a safeguarding matter. Fixed penalty notices will be issued in line with DfE guidance."

This means that **from receipt of this letter** and the Attendance Policy, all inappropriate parentally condoned absence such as holidays in term time, which have not been authorised by the school, will be subject to a fixed penalty notice. In line with South Tyneside Council's recommendations, the penalty notice requires the parent to pay a fixed penalty of £120 within 28 days of issue, discounted to £60 if paid within 21 days of issue.

Further information regarding this is available at
<https://www.southtyneside.gov.uk/article/2467/Penalty-notices>

Please do not hesitate to contact the school if you require any further information.

Yours sincerely

Mr P Craig
Headteacher