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Headteacher: Mrs J Coyle (Designated Senior Person for Child Protection and Safeguarding)

Monday 10th May 2021

HOLIDAYS IN TERM TIME

Dear Parents/Carers,

As life returns to a greater normality and holidays are soon to be allowed we thought it timely to explain that this means that previous policies about holidays requested during term time will apply. As you are aware, Wrenthorpe Academy Governors and Waterton Academy Trust have made the decision that holidays in term time will not be granted, unless there are exceptional circumstances, which are in line with Government guidelines, and fines will be issued in accordance with this guidance.

We felt that it was important to let you know that due to the COVID crisis Wakefield Local Authority and the Education Welfare Service have advised if you have **evidence** your original holiday was booked for during a school holiday and your new dates can only be in school term time then we should not fine. The holiday will be marked as unauthorised but no Penalty Notice fine will be issued.

Should you decide to take holiday leave which means your child will miss 10 sessions or five school days we will be required to refer the matter to Wakefield Education Welfare Service, who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority guidelines, and the agreed school policy. The penalty notice will be issued at a fine of £60 per parent or carer, per child if paid within 21 days. This would rise to £120 if paid in 28 days and could lead to further court proceedings if unpaid.

Waterton Academy Trust Attendance Policy is available to read on the Waterton Academy Trust website and the school's website.

Thank you for your co-operation with this matter.
Yours sincerely,

Kay Sanders
Deputy Head Teacher/Attendance Officer

Mandy Sherrard
Education Welfare Officer Waterton Academy Trust