

# Elmhurst School

Making a Positive Difference to the Quality of Learning  
Headteacher ♦ Miss Rachel Kirk



2 July 2014

Dear Parents,

Re: Leave of Absence

It has come to our attention that some parents may be considering taking their child/children out of school before the end of term to go on holiday without completing a Leave of Absence form. Any absence for holiday, with or without notification, will be recorded as **unauthorised**, which may result in a Penalty Notice being issued upon their return to school in September 2014. **Please be aware if your child is moving to a new school in September, the penalty notice can still be applied.**

With four weeks to go until the end of the school year, any absence now will mean your child/children will miss valuable end of year teaching and learning which will have a significant impact on their education.

Also, this is a very exciting time of the school year, especially for Year 6 pupils who will be moving to secondary school in September; a residential trip to Caldecotte (16-17 July); Sports Day (14 July); Year 6 Leavers Production (22 July) and end of year parties.

From April 2014 all unauthorised absences are subject to Penalty Notice consideration by the Local Authority. Penalty notices are **£60 per parent, per child if paid within 21 days of receipt rising to £120 per parent, per child if paid within 28 days**. There is **NO** right of appeal against a penalty notice. If you choose to take your child away his/her absence will be marked as unauthorised and this will be evident by registers kept here at school and by census and other data we are required to submit to the local authority.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Kirk', written in a cursive style.

Miss R Kirk  
Headteacher

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