



STOWFORD SCHOOL
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Dear Parents and Carers

Term Time Absences

I am writing to this letter to you to remind you of the law regarding term time absences and the importance of school attendance. By law, it is the responsibility of parents/carers to make sure that all their children of statutory school age are receiving an education by attending school on time and at every occasion the school is open.

Requests for absence from school can only be authorised if

- you make an application to the Headteacher in advance (to be made by the parent with whom the child normally lives with) on an S2 form
- there are exceptional circumstances - this is at the decision of the Headteacher

For more information, please see <https://www.gov.uk/school-attendance-absence>

Parents should also be aware that where there is reason to believe that a child has been reported absent from school due to illness but in fact for a holiday or travel in connection with a holiday or long weekend, these absences can also be recorded as unauthorised.

The law is clear on unauthorised absence from school and states that parents can be issued with a Penalty Notice or summonsed to court under s444(1) or (1)A of the Education Act 1996 for taking their child on holiday during term time without the school's permission.

Schools are required to notify the Local Education Authority if a child has unauthorised absences. Should you choose to take your child out of school without the authorisation of the school, further information on the issuing of Penalty Notices and Court Summonses can be found on the Devon County Council website.

At Stowford School our key priority is to ensure your children are as successful as possible, able to reach their full potential and gain maximum benefits from their educational experience. Every day at school is important.

Thank you for your continued support of the education for your children.

Yours sincerely

Mrs Sue Williams
Headteacher

