



HUNTINGTON SCHOOL

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Email: mail@huntington-ed.org.uk  
Acting Headteacher: Mr M Smith

Dear Parent/carer

I am writing to inform you of changes made by the Department for Education which will impact on the way in which requests for holiday during term time will be dealt with.

The changes mean that Head Teachers will no longer be able to authorise these absences unless the circumstances are exceptional; guidelines can be found on the school website. However, these are not definitive and each case will be given individual consideration.

**If you feel the reason for your request is exceptional, please detail this in writing to me so that I can make the final decision. All requests for leave of absence will be unauthorised unless supported by a written submission.**

Parents and carers do not have an automatic right to remove their children from school to take a holiday. Should you choose to proceed, the new Government guidelines make it clear that the absence will be recorded as unauthorised, unless you are advised otherwise.

In some cases a Fixed Penalty Notice may be issued. This is £60 per parent, per child, if paid within 21 days. If paid after this, but within 28 days, the fine is £120 per parent, per child. If you have any questions regarding the above, please do not hesitate to contact school.

Yours sincerely

Matt Smith  
Acting Headteacher