



Secondary entrance:
Terling Close, Leytonstone, E11 3NT
Tel: 0208 534 3425 Fax: 0208 534 3317

Head of School, Secondary:
Mr. Moazam Parvez, BSc (HONS), MA, NPQH

Primary entrance:
Cann Hall Road, Leytonstone, E11 3NN
Tel: 0208 534 3563 Fax: 0208 534 2641

Head of School, Primary:
Mrs Jackie Bowers-Broadbent, BA (HONS)

Dear Parent / Carer

HOLIDAYS TAKEN DURING TERM TIME

Please note that from 1st January 2008, in line with other schools in the Borough, permission will not be granted for any pupil being absent from school for a holiday. We know that pupils who miss school for a holiday:

- Get behind in their school work
- Get lower results in tests, exams or assignments because of missed work
- Miss tests, exams or assignment deadlines
- Feel excluded from their group of friends on their return
- Do not understand new work and lose self confidence

Any absence in term time destroys the continuity of your child's education and reduces their chance of success. We ask parents to take their holidays when schools are closed.

Parents do not have legal right to take children out of school on holiday. If you take your child on holiday in term time you may be issued with a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, the penalty is £60 when the payment is made within 28 days. After 28 days it will increase to £120. Failure to pay within 42 days will result in a summons to appear before the Magistrates' Court on the grounds that you have failed to secure your child's regular attendance of school. A separate Fixed Penalty Notice will be issued to each parent for each child.

With the agreement of the Local Authority, schools may also delete from roll a pupil who has been absent for more than 10 days, even when approval was refused.

I hope this makes our policy on holidays taken during term time clear. If you have any further questions or concerns, please contact the school on the number above.

Yours sincerely

Kath Wheeler
Executive Headteacher