



St Ivo School *Fulfilling Potential*

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Headteacher: Sam Griffin



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Dear Parent/Carer

We are writing to remind you of the changes made by the Local Authority in September 2017 to their Term Time Holiday Policy.

Amendment 1

The Local Authority had advised us that any parent who takes a child out of school for term time leave of 6 or more consecutive sessions (3 whole school days) over a 4 week period, not authorised by the school (under the exceptional circumstances rule), may receive a Penalty Notice.

Amendment 2

Any singular holiday taken which is more than 3 consecutive days during the term time may result in a Penalty Notice issued by the Local Authority.

In order to support our parents with these significant changes in legislation, please see:

- “Term Time Holidays” section of the Cambridgeshire County Council Website
- Contact the Attendance Team here at St Ivo School for more information and guidance prior to booking any holiday during term time.

We would also like to highlight to you how a parent is defined under Section 576 of the Education Act.

- a biological parent of the child (even if they do not have Parental Responsibility and even if the child does not reside with that parent);
- any person who is not a parent but has Parental Responsibility for the child (for example through a Residence Order, Child Arrangements Order, Special Guardianship Order, Step-Parental Responsibility Order, Adoption Order or Care Order);
- someone who has care of the child.

Your continued support is appreciated as we endeavour to maximise the potential of leaning time in school for our students.

Yours sincerely

Caroline Watson
Attendance Manager