

December 2024

Dear Parent/ Carer

Following a recent local authority attendance meeting, I am writing to you with some updates and reminders regarding term-time leave (TTL).

If you are considering taking your child out of school for term-time leave for recreational or leisure purposes, you must notify the school in advance and in writing; we cannot grant TTL retrospectively. TTL of 10 sessions (5 days or more) will incur a penalty notice.

If your child has had TTL of less than 10 sessions, then their attendance will be closely monitored over a 10 week period to ensure that there are no more absences due to a holiday or late attendance after the register is closed. If this then adds up to 10 sessions or more, then a penalty notice may be applied for.

In 'exceptional circumstances', the Head Teacher may authorise TTL and there are very clear guidelines as to what constitutes exceptional circumstances; these guidelines are being updated by the local authority and will be added to our attendance page as soon as possible.

Whilst we do understand that the cost of holidays during the school holiday periods are expensive, the local authority do not consider this, or family finances in general, a defence against a penalty notice if 10 sessions or more have been taken during the term.

Equally, term-time leave for reasons of neuro-diversity or ADHD, requiring a quieter holiday, will also not be an acceptable reason for a child's absence during term time.

Where two parents live in the same household and one of the parents takes the child for TTL, both parents will be liable for a penalty notice. Step-parents can also be referred.

Our updated Attendance Policy is on our website along with other useful information, please follow the link below: [Crosshall Junior School Academy Trust - Attendance](#)

If you have questions or would like to discuss any of the points above, please don't hesitate to call or email the office.

Kind regards

Mrs Samantha Gilliam
Attendance Officer