

2<sup>nd</sup> September 2019

Dear Parent/Carer

### **Term Time Holiday Reminder**

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 Academy for more information and guidance prior to booking any holiday during term time.

#### **Definition of a Parent**

- 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.

#### **Multiple Term Time Holidays**

We would also like to highlight that in some cases during the last Academic Year the Local Authority chose to prosecute parents rather than issue Penalty Notices. This was where students have been removed from school during the term time for the purpose of term time holiday for more than two successive years.

#### **Live & Well Checks**

Following a recommendation from the Local Authority a “Live & Well Check” pilot scheme was carried out last term. As this trial proved successful, we will continue to carry out Live & Well Checks on day 3, at the latest, of absence, unless medical evidence has been provided.

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

Yours sincerely

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Attendance Manager

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