



Dear Parents and Guardians,

As we approach the upcoming holiday season, we would like to take this opportunity to remind you of our school's policy regarding holidays during term time.

At Thomas Fairchild Primary School, we place a significant emphasis on consistent attendance and uninterrupted learning. Regular attendance is not only a legal requirement but also essential for your child's academic progress and social development. It ensures that they fully benefit from the structured learning environment and the opportunities for growth that we provide.

It is our policy that holidays during term time will not be authorised except under exceptional circumstances. We understand that there may be occasions when unforeseen circumstances arise, and a holiday during term time becomes necessary. In such cases, we ask that you complete a leave form before your child is absent from school. This form must outline the reasons for the requested absence and be submitted to the school office for consideration. Please note that any holidays taken without prior authorisation will be marked as unauthorised absences, which could result in potential consequences, including fines or legal action from the local authority in accordance with government guidelines.

We encourage you to plan family holidays during the scheduled school breaks to minimize disruption to your child's education and ensure their continued progress.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the school office for clarification. We appreciate your cooperation in maintaining a positive learning environment for all our students.

Thank you for your attention to this matter.

Yours sincerely,

Matt Trahair

Head teacher

A handwritten signature in black ink that reads "MTrahair". The signature is written in a cursive, slightly stylized font. Below the signature is a horizontal line.