



*From tiny footsteps to giant leaps, laughing and learning all the way.*

### Changes to the policy for children taking leave during term time.

Dear Parents,

Following the change in legislation from the Government, the school has changed its policy for taking holidays during term time.

Dover schools have a general policy of not permitting holidays during term time, and Green Park Community Primary School adheres to this policy.

The school will now only permit holidays during term time under the following circumstances:

- The parents are members of the armed forces and can demonstrate that there is an exceptional need for leave to be permitted.
- There are severe family circumstances that may require a child to be absent from school for a maximum of 2 days.
- The family is observing a religious holiday.

Parents are asked to make applications for leave at least 6 weeks before the leave date, and to provide all necessary documentation with their application.

Parents who allow their children to take an unauthorized holiday during term time will be reported to the Education Welfare Office, who may take the following steps:

- Refuse any further absences from school without medical evidence.
- Issue a fixed penalty notice to the parents. (£120 per parent per child).
- Refer the parents to the County's legal department for prosecution.

Thank you for your cooperation in this matter.

Mr. R. B. Hawkins  
Executive Head teacher