



Bacon's College
The best in everyone™
Part of United Learning

24th January 2025

Dear Parent/ Guardians,

At Bacon's College we have the highest expectations across all areas of school life including attendance. There is a clear link between academic outcomes and school attendance. We want all pupils to achieve the academic and personal excellence that will lead to university or skilled work and to a fulfilled life.

I'm writing to provide clarity on our policy regarding absence, in particular holidays taken during term time and how the school will follow-up when a child has been absent for a period of two days.

Are you thinking about taking your child on holiday or abroad during term time?

By law, parents/carers do not have a right to take their children out of school during term time and may be fined for taking holidays without the school's consent. If you are considering taking your child out of school during term time for a family holiday or abroad for any other circumstances, you **MUST** notify the Principal by completing a **Leave of Absence Request Form**, [here](#). We will require written confirmation/evidence if there are exceptional circumstances being requested, your request to take your child out of school during term time for a family holiday will not be authorised and this could lead to a fixed penalty notice being issued.

A fixed penalty notice (similar to a parking ticket) can be issued, where parents/carers fail to ensure regular school attendance. Fixed penalty notices, when issued, inform the parents/carers to pay a fine of £80 (if paid within 21 days) or £160 if paid within 28 days (from September 2024).

These policies are common across most schools and are intended to encourage good attendance, so should not be controversial. We want to ensure there is fairness and transparency for all families.

What may happen if my child is absent from school for two days?

Safeguarding all pupils is of paramount importance. Where we have not been able to establish contact with a parent regarding a child's attendance at school a home visit may be conducted.

Thank you for your continued support in ensuring your child attends school regularly.

Yours sincerely,

James Wilson
Principal



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