

Melbury Primary School

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Headteacher: Mrs J Kemplay

Date: 12.09.2019

Dear Parent/Carer

Leave of absence in school term time

The Governors review the attendance policy annually. You will be aware that they had decided to not fine for holidays of 5 days or less if, attendance was above 96% on return.

The policy has been reviewed and they will now fine in line with the Local Authority. Anyone taking more than 4 days holiday in term time unless it is authorised as exceptional circumstances by the Headteacher will be subject to a fixed term penalty.

Yours Faithfully



Mrs Kemplay

'Learning for life'

Aiming High to Achieve the Best