



# Herne Bay High School

## Specialist Sports College

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Dear Parents/Carers,

### Department for Education amendments to school attendance regulations

Please be aware that amendments have been made to the government's attendance regulations which will take effect from 01 September 2013. Headteachers and Principals may no longer grant any leave of absence during term time for holidays. Any holidays taken during term time will be unauthorised and subject to a penalty notice issued by Kent County Council. A separate Penalty Notice will be issued to each parent for each child and will incur a penalty charge of £60 if paid within 21 days, rising to £120 if paid within 28 days. Failure to pay the penalty in full by the end of the 42 day period may result in prosecution by the local authority.

Also, can I please make you aware that there have been changes made to the statutory guidance on absence for medical appointments. Missing morning or afternoon registration for a medical or dental appointment will be considered an absence. Please can I encourage you to make appointments out of school hours and, where this is not possible, please ensure that pupils are only out of school for the minimum amount of time. Although I do appreciate there can be exceptional circumstances, excessive appointments during school time will need to be supported by medical evidence.

Finally, can I please reiterate that should your child be absent from school for a period of 5 or more days, medical evidence from a doctor will be required to authorise the absence.

Yours faithfully,

**Dr C Owen**  
**Principal**