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Head Teacher: Mr. P Kelly

RE: Term-Time Holidays and Attendance Fines

Dear Parents & Carers,

At Phoenix, we work hard to build strong relationships with our families, and we want to be open and clear with you about how attendance regulations are managed. Recently, some parents have expressed concern about the fines issued for holidays during term time or have approached school asking about future term time holidays. It is important to understand that these fines **do not** come from the school. They are part of national government policy and are issued by the local authority, not by Phoenix staff.

By law, schools can only authorise term-time leave in exceptional circumstances. Family holidays are not considered exceptional, and **when absence reaches five school days** (10 sessions), schools are legally required to pass this information to the local authority, who then decide whether to issue a fine.

We recognise that this can feel frustrating and sometimes unfair. Please know that our priority is always your child's education and wellbeing. Good attendance makes a big difference to learning and progress, and we will continue to support families wherever possible to help children be in school every day.

If you have questions about attendance, or need support with a particular situation, please contact us and we will be happy to talk this through with you.

Thank you, as always, for your support and partnership in helping every child at Phoenix thrive.

Yours sincerely,

Mr. Kelly

Headteacher