



Summerfield School

The Best You Can Be – Everyone, Every Day

Downley Avenue
Bradwell Common
MILTON KEYNES
MK13 8PG

01908 662585

office@summerfieldschool.org

www.summerfieldschool.org

Headteacher: **Ian Fraser**

Monday 14th June 2021

Attendance Reminder – Holiday Requests

Dear Parent/ Carer

As covid restrictions relax you may be considering taking your child on holiday during term time or taking them to see relatives overseas (either before the end of the school year, or in September).

Please remember that Mr. Fraser is **not allowed** to authorise holidays during term time. He is only allowed to authorise them in extreme circumstances, but these circumstances are rare. If you wish to take your child out of school during term time, and you believe your circumstances are exceptional, then you should fill in the appropriate form from the school office and provide evidence of the exceptional circumstance – this might be a copy of a death certificate, proof of hospitalisation of a family member, flight details etc.

Should you go, even if the holiday has not been authorised, you need to be aware (as per our attendance policy as well as guidance from Milton Keynes Local Authority):

Fixed Penalty Notices (FPN) are issued to each parent and are for each child. A FPN is £60 if paid within 21 days, and £120 if paid between 22 and 28 days. If the fine is not paid, parents will be prosecuted in the magistrates' court.

If you are late returning to school in September, you will be expected to provide evidence that the late return was unavoidable, for example proof of a cancelled flight, proof of hospitalisation etc.

Please be aware that if your child is absent for 20 school days then they may lose their place at Summerfield. You would then have to reapply for a place, which will result in further loss of learning whilst you wait for the admission process to be completed. It is possible that the school will have already filled the place, meaning you would need to apply for another school.

Every day of learning matters, particularly as the children have had two disrupted school years due to covid. Please consider this when planning trips.

If you have any questions, please contact the school office to make an appointment.

Yours sincerely

Kate Stuart
Attendance Lead

