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**Headteacher: Mrs Amanda Smith B.Ed**

10<sup>th</sup> October 2019

Dear Parent/Carer,

I am writing to inform you of the Crucible Co-operative Trust policy on term time leave and letters from employers.

From September 2019 we will no longer accept letters from employers relating to employees holidays during term time.

We have sought advice from Sheffield Attendance & Inclusion team and the Attendance Legal Team who deal with fixed penalty notices to clarify a school's position on letters from employers. They state that: *'We would expect employers to allocate leave fairly when employees have children, to enable parents to take annual leave during the school holiday period as there are 13 weeks available for this to take place.'*

All term time leave holiday requests will be unauthorised and any holidays that are for 5 days or more will result in a fixed penalty notice (if your child is at statutory school age).

If you wish to make representations in response to any penalty notice received for Term Time leave please contact the Attendance Legal Team on [attendlegal@sheffield.gov.uk](mailto:attendlegal@sheffield.gov.uk).

Yours sincerely,

A handwritten signature in black ink that reads 'A. C. Smith'.

Amanda Smith  
Headteacher