



Date: 13/12/24

Dear Parents and Carers,

Re: Attendance and Term-Time Holidays

I hope this letter finds you in the best of health and Imaan.

As a school, our core mission is to ensure that every child in our care receives the best possible education, enabling them to flourish academically, socially, and spiritually. Regular attendance plays a vital role in achieving this goal, and as such, we want to take this opportunity to clarify our stance on attendance and term-time holidays.

At the beginning of this academic year, we informed all parents and carers that we would be adopting a firm position on attendance. Unfortunately, we have observed instances where some parents have chosen to take their children on holidays during term time, despite their leave of absence not being authorised. This is both unacceptable and detrimental to the child's education.

We wish to categorically state that the school does not authorise any absences during term time for holidays or non-essential trips. Parents who choose to take their children out of school during term time do so against the advice and decision of the school. Schools, including ours, have a statutory duty to monitor attendance and work collaboratively with parents to ensure that children attend every day. Equally, parents have a legal responsibility to ensure their children receive an education, which includes regular attendance.

We do understand that there are genuine instances where children may need to take time off school due to illness or other unavoidable reasons. In such cases, we kindly ask parents to contact us and keep us informed. As part of our duty, we will also contact you for additional information where needed to ensure the best support for your child.

This partnership between home and school is integral to the success of your child. When children miss school, they miss valuable learning opportunities, which can have a lasting impact on their progress and outcomes. As an independent school, while we are not currently able to issue fines under the existing guidance, we are committed to using every available resource to address unauthorised absences. This includes, where appropriate, the possibility of removing a child from the school register in accordance with the Department for Education regulations or taking legal action. We work closely with the attendance tracking team at Birmingham City Council and take their advice on individual cases.

We strongly urge all parents and carers to respect the school's stance on attendance and to avoid planning or taking holidays during term time. Exceptional circumstances will, of course, be considered on a case-by-case basis, but we ask for your full cooperation in ensuring that any absence is genuinely unavoidable and pre-approved by the school.

Thank you for your understanding and support in this matter. Together, we can ensure the best outcomes for our children, who remain at the heart of everything we do.

If you have any questions or require further clarification, please do not hesitate to contact the school office.

Yours Sincerely

Mohammed Rahman, Head Teacher, Al Ameen Primary School