



Waterloo Lodge School

Dear Parents and Carers

Options Autism



Part of Outcomes First Group

June 2025

Re: Family holidays during Term Time

We understand that spending quality time together as a family is incredibly important and that holidays can be a valuable part of that. However, we would like to gently remind all parents and carers of the importance of regular school attendance, and the regulations in place regarding Term Time holidays.

Children's learning is most effective when it is consistent, and even short breaks during the school Term can impact their progress, confidence and sense of routine. For this reason, schools are only allowed to authorise Term Time leave in very exceptional circumstances, as set out by Government guidance and our school's attendance policy.

The Government guidance remains very clear: *parents have a duty to ensure their children access a full-time education.*

If you do need to request leave for your child during Term Time, please bear in mind that we require a minimum of at least four weeks' notice to process and respond to any requests. Please see below the link to the form that needs to be completed when requesting time off during Term Time from today onwards. This link is available on our school website, here: <https://forms.office.com/e/KvTaZwaerx> and from the school office.

While the school's decision not to authorise an absence would of course not prevent you as a family from proceeding with your holiday, high levels of unauthorised absences may present a challenge in other ways. There is no doubt that Local Authorities will be taking an increasingly closer look at unauthorised absences going forward, and particularly high levels may lead to difficult conversations about the sustainability of a placement. Attendance is also a significant factor considered by Colleges and Post-16 providers when considering placements. As a leadership team we meet every week to look at pupil attendance and all the LA's we work with now require us to submit detailed absence data on a regular basis. In these circumstances, it is even more important that school and parents work closely together and communicate clearly with each other.

We truly appreciate your support in helping us provide your child with the best possible education. If you would like to discuss any planned absences or have any questions about attendance, please don't hesitate to contact the school.

Thank you for your understanding and continued partnership.

Yours sincerely

Helen Rigby

Mrs H Rigby

Executive Head Teacher

173 Preston Road • Chorley • Lancashire • PR6 7AX



01257 230 894



admin@waterlodge.co.uk



www.waterlodge.co.uk