



South Dartmoor Community College

Executive Head teacher | Mrs J Veal
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Empowering everyone to be the best they can be.



8 October 2026

Dear Parent/Carer

Attendance Matters

At South Dartmoor, we are committed to ensuring that every student has the best possible opportunity to succeed. Regular attendance plays a vital role in academic achievement, wellbeing, and future opportunities.

We would like to remind parents and carers that holidays during term time should be avoided. Government guidance makes it clear that Headteachers may only authorise absence during term time in exceptional circumstances.

If an exceptional absence cannot be avoided, a Leave of Absence Request Form must be completed and submitted to the school before any arrangements are made. Each request will be considered individually in line with Local Authority and national guidance.

Please be aware that holidays taken without authorisation will be recorded as unauthorised absence. As part of the WeST Attendance Policy, unauthorised absences may lead to further action. From September 2026, a total of **10 unauthorised sessions of absence within a rolling 10-week period** may result in a Penalty Notice being issued by the Local Authority.

Any penalty charges issued are payable directly to the Local Authority and not to the school.

We know that family time is important, and we appreciate your support in helping us maximise your child's attendance and learning throughout the school year.

Thank you for your continued support.

Kind regards

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