



September 2024

Dear Parent/Carer

### Taking time off school in term time

We are writing to inform you that from 19<sup>th</sup> August 2024 the Government changed the Education (Pupil Registration) Regulations in relation to term time holidays.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 which means that you will be fined for your child's absence.

Taking a child out of school in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Each academic year school is closed for thirteen weeks. This allows families up to 175 days a year to go on holiday or visit relatives abroad.

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide school with evidence of the absence such as a medical appointment card or prescription.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

Yours Faithfully

S. Knowles

Sue Knowles  
Pastoral Leader

J. Hainsworth

Joanne Hainsworth  
Targeted Services Leader