

Dear Parents/Carers

### **HOLIDAYS DURING TERM TIME – IMPORTANT INFORMATION**

The Government has implemented new legislation effective from 1<sup>st</sup> September 2013 which means that no requests for holidays can be authorised except in exceptional circumstances.

When a parent/carer wishes to apply to take their child out of school during term time they must complete a leave of absence form and this should be submitted to the school at least 4 weeks before the proposed start of the holiday and before booking the holiday.

The Local Authority will be issuing guidance to all schools on the definition of an exceptional circumstance. Where a head teacher feels that there may be an exceptional circumstance which does not fit the specified criteria, they may refer to the local authority for advice.

If you take your child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 28 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority

Please find enclosed the Local Authority leaflet '*Information to Parents About Fixed Penalty Notices*' explaining this further, which you should read.

We look forward to your support in this drive to improve school attendance and encourage our young people to take full advantage of the educational opportunities available to them.

Yours sincerely



**Anita Linsdell**  
**Service Manager - Attendance and Pupil Welfare**