



Heald Place Primary School



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Dear Parents / Carers,

HOLIDAYS IN TERM TIME

Changes have been made to the **Education (Pupil Registration) (ENGLAND) Regulations 2006** legislation in relation to 'Absences during term time.' The new legislation makes it clear that Head Teachers **may not** authorise holidays in term time.

Any application for leave of absence during term time must only be in **exceptional** circumstances and must be requested in writing to the Head Teacher. The Head Teacher, Deputy Head Teacher or Lead Professional for Safeguarding will then meet with you to discuss the request further. Any absences which are agreed for authorisation in **exceptional** circumstances may only be done so when evidence is provided. Any documentation which is provided as proof, can and will, be checked for validity by the Local Authority. (Please see the DfE website for further clarification)

Should your child be taken out of school without the Head Teachers permission / authorisation, then the following advice would apply:

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carers with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Penalty notices issued on or after 1 September 2013 have increased and incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

The purpose of this letter, therefore, is to advise you that we actively monitor every child's attendance. Should your child incur any unauthorised absences after the date of this letter, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration of a prosecution, may be taken.

Any such penalty notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact us on the above number.

Mr Hatim Kapacee
Head Teacher

