



Daven Primary School  
New St  
Congleton  
CW12 3AH

01260 387 356

January 2016

Dear Parents and Carers,

We know that you as parents/carers want the best for your child and that having a good education helps to open up more opportunities in adult life. Bearing this in mind, I would like to include a regular reminder regarding the law relating to holidays taken during term time.

As parents/carers you have a legal duty to ensure that your children attend school on a regular basis. The Education Act 1996 makes it a criminal offence for a parent to *"fail to secure their child's regular attendance at the school"*. The recent amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*. The amendments also make it very clear that **Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give **parents no entitlement** to take their child out of school for a holiday in term time and require the Head Teacher and Governing Body to determine what the exceptional circumstances are. The decision will be made by me, the Head Teacher. I will use my discretion to consider each request individually.

A Leave of Absence form must be completed in advance and returned to the school. These forms can be collected from the School Office and, on completion, should be handed back to the School Office, so that a reply can be given. Alternatively the forms are available from the School's website. Email requests must be sent to the Head Teacher at the address given on this letter. It must clearly state on the form what the exceptional circumstance is that requires the leave of absence being taken in term time. On receipt of the request, you will be sent a response indicating whether the school is able to authorise the leave of absence or not.

If parents, contrary to what the school has said, still decide to take their child out of school for a leave of absence then the absence will be coded as **unauthorised**. This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

#### **Penalties for unauthorised absence**

<b>Timeline</b>	<b>One child</b>	<b>Two children</b>
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

Yours faithfully,

