



Dear Parent/Carer

Taking time off school in term time

We are writing to inform you that the Government has changed the Education (Pupil Registration) Regulations in relation to term time holidays and that this will come into force on 1 September 2013.

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 (as amended) which means that you will be fined for your child's absence.

Note: Payment of a Penalty Notice (from September 2013), if paid within 21 days, is £60. If you do not pay within 21 days the fine is increased to £120 and you have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996.

The JESS Cluster has agreed that where holidays in term time for next academic year have **already** been agreed by the school that these will now be coded as unauthorised but that in this instance, no further action will be taken. The JESS Cluster has also taken the decision not to authorise any further holidays this academic year.

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

M A Hartley

Hedge Thurston
Attendance Adviser

Maggie Hartley
Cluster Manager

