



Hoole Church of England Primary School

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Head Teacher: Mrs R Flanders



Dear Parents/Carers

As of August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'. School may request evidence of exceptional circumstances.

Should you still choose to take this leave of absence with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.

- The law stipulates that the current penalties payable by parents are **£160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carer per child.**
- The National Framework for penalty notices introduces a **new national limit of 2 penalty notices** that can now be issued to a parent for the same child **within a rolling 3-year period.** If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the **second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.**
- Once two Fixed Penalty Notices have been issued, if a 3rd unauthorised leave of absence occurs within a 3-year period, the Local Authority is able to move to prosecution immediately.

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absence during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.

Further information can be obtained from www.dfe.gov.uk

Yours sincerely

Mrs R Flanders
Headteacher

Let Your Light Shine - Matthew 5:16 (Sermon on the Mount)

Ambition for all to enjoy life in all its fullness



REQUEST FOR TIME OUT OF SCHOOL

<u>Full name and address of parents/carers making the request.</u>	
<u>Date Submitted to School</u>	

Pupil Name:			
Class:		Year Group:	
Sibling Name:			
Class:		Year Group:	

Dates Required:

From		To	
Total Number of School Days absent			
Have you requested a leave of absence before? If yes when?	Yes/No	Was a fine issued?	Yes/No

Reason – *please give as much detail as possible*

Absence Approved By Head

Absence Not Approved By Head

Please Send Letter To Parent As Follows:

	The time out will be coded as unauthorised code and a Fixed Penalty Notice will apply.
Notes:	The reasons you have outlined meet the criteria for exceptional circumstances please see my notes below:
Signed Head	Date Letter Sent: Add to tracker Scanned & SIMS: <input type="checkbox"/>

