

April 2023

Dear Parents/Carers,

The Local Authority have contacted us this week to ask us to pass the following message onto parents/carers regarding requests for term time absence, with a reminder that **holidays are only ever authorised in genuinely exceptional circumstances.**

Extract from code of conduct:

8b. Unauthorised term time leave (includes holiday)

Any parent who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. Therefore, Penalty Notices will be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. The absences must be recorded with a 'G' code in the attendance register. Such cases will have to be supported by evidence of parents being warned about a potential Penalty Notice. (The Supreme Court Judgement in the case between Isle of Wight Council v Platt (6th April 2017) clarified the meaning of regular school attendance in relation to Section 444 Education Act 1996. To attend school "regularly" means "in accordance with the rules prescribed by the school".)

*Contrary to the above criteria of 3 days of absence to warrant a Penalty Notice fine being issued, in exceptional circumstances where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. **If 3 or more term time leave Penalty Notices have been issued over a 3-year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.***

Please always discuss your plans with us, before booking any holidays during term time, so that you can be clear on whether the circumstances are likely to be classed as 'exceptional'. As a school, we understand the pressures on parents/carers both financially, and through specific work commitments for specific jobs at different times of the year, but as a Local Authority school, we will always follow the rules and guidelines set out by the LA and DfE regarding authorisation of leave.

Kind regards,



Dave Morel

Headteacher

Willingham Primary School and Honeypot Pre-School