



INVESTORS IN PUPILS

Working in partnership with



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Headteacher- Mrs. K Charlton. BEd (Hons) NPQH

Acting Headteacher – Mrs S Barton Cert Ed

Acting Headteacher – Mrs S Hardy BEd (Hons)

29th September 2014

IMPORTANT INFORMATION TERM TIME ABSENCE – PENALTY NOTICES

Dear Parents/Carers

The Department for Education has recently amended its rules regarding absence during term time.

As you are probably aware, in order to improve school attendance Headteachers are no longer allowed to grant leave of absence during term time unless they are satisfied that the circumstances are exceptional and warrant granting the leave. A holiday during term time is **not classed** as exceptional.

Penalty Notice for Unauthorised leave during Term Time

Penalty Notices can now be issued if a pupil is absent for a minimum of 10 sessions (5 school days) for an absence relating to leave during term time. A Penalty Notice will be issued without the issue of a warning if a pupil is absent for a period not agreed or authorised by the Headteacher.

Unauthorised Absences Penalty Notices

These can be issued if a minimum of 20 sessions (10 school days) are lost due to unauthorised absence. **This includes persistent late arrival at school (after the register has closed).**

Penalty notices can also be issued for excessive or delayed return from an agreed/authorised holiday without prior arrangement from school.

Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120. **This is per parent, per child.**

Please work with us to ensure that this does not happen.

Yours sincerely

Mrs S Barton & Mrs S Hardy
Headteachers

اگر آپ کو اس کا ترجمہ اردو زبان میں چاہئے تو براہ مہربانی آفس یعنی دفتر میں ہمیں بتائیں۔

