

## **Term-time absences and Fixed Penalty Notices**

An amendment to the Education (Pupil Registration) (England) Regulations 2006 came into effect from 1 September 2013 and removes any references to family holiday and extended leave as well as the statutory threshold of ten school days. It is made clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. If absences are granted, the Headteacher will determine the number of school days a child can be away from school.

Therefore no requests for student absence from school will be granted, whatever the reasons, unless the circumstances are genuinely exceptional. If you wish your child to be absent from school, you will need to submit an Absence Request Form (which can be found in Key Documents) to the Headteacher, c/o Mrs Moss, Attendance Administrator.

### **Fixed Penalty Notices**

Fixed Penalty Notices can be issued when parents take students out of school for a period of absence without informing the school or parents take students out of school even though the school has received a request for absence and it has been deemed as unauthorised. Fixed Penalty Notices are not issued without serious consideration.

On 1 September 2013 the Education (Penalty Notice) (England) (Amendment) Regulations 2013 came into effect. The procedures for Fixed Penalty Notices remain the same but the details of the changes are as follows:

- The fine to be paid is £60.00 per parent, per child if paid within 21 days, increasing to £120.00 if paid after 21 days but within 28 days;
- If payment is not made the matter proceeds to court;
- Penalty notices will be issued for unauthorised absence whether an Absence Request Form has been completed or not. It is the parent/carer's responsibility to provide medical evidence for a period of absence due to illness.

We will not issue Fixed Penalty Notices unless we feel they are appropriate under the individual circumstances.

Should you require any clarification, please contact Mrs Moss, [smoss@saltashcloud.net](mailto:smoss@saltashcloud.net) in the first instance.