



September 2017

Dear Parents/Carers,

Please see notification below from the Local Authority.

**FIXED PENALTY NOTICES FOR UNAUTHORISED HOLIDAYS**

*This notice is to remind parents/carers that from September 2017, unless there are any exceptional circumstances, the Local Authority will be resuming the issuing of FPN's for any unauthorised absence of 5 consecutive days (10 sessions) or more during term time.*

*Should an unauthorised absence take place the school are to inform the Local Authority and 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/carers are £60 when the penalty is paid within 21 days, increasing to £120 when the penalty is paid within the next 7 days (giving a total of 28 days to pay). This penalty is per parent/carer per child for the duration of the absence.*

*If the Fixed Penalty is not paid to the LA than you could be prosecuted in the Magistrates' Court.*

I would therefore like to take this opportunity to remind parents/carers that we are we are unable to authorise holidays or leave during term time if you choose to take your child out of school during term time for anything other than a medical or dental appointment then a **Leave of Absence Form** must be completed prior to the absence, forms are available from the school office.

Yours sincerely

Ms S Titterton  
Head of School

