CHURCH GRESLEY INFANT & NURSERY SCHOOL
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Headteacher: Mrs E J Cripps

"Believe, Achieve, Succeed"

4th July 2024

Dear parents and carers

Information for parent(s)/carer(s) about requests for term time leave – September 2024

You will be aware that the Department of Education has made important changes to the law for families wanting to request leave of absence in term time. The changes make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The trust supports this and therefore, parents will only be given permission to take leave in term time for their child if there are exceptional circumstances. The nature of exceptional circumstances is determined by the Headteacher.

There is now a national threshold for issuing penalty notices which is set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 schools weeks. However, if parent(s)/carer(s) deliberately avoid the national threshold by taking several term time holidays below this threshold, or for repeated absence for birthdays or other family events, we may ask the local authority to consider whether a penalty notice would be appropriate.

It is important for parent(s)/carer(s) to be aware that we will be notifying the local authority of all unauthorised leave in term time that meets the threshold of 10 sessions (5 school days) and we ask that you consider the impact that taking leave in term time has on your child, not only on missed learning but their friendship groups and the importance of attending school every day.

We have included the information about penalty notice fines on the reverse of this letter and encourage you to read this.

We always aim to work with and support all our families and pupils. Therefore, if you are facing challenges with your child's school attendance or punctuality please do not hesitate to contact me or Miss Grimes (our Child and Family Support Worker), who will be happy to discuss any concerns you may have and resolve any issues which may be impacting on your child's attendance.

Yours sincerely

E J Cripps

Jo Cripps
Headteacher

New two penalty notice limit in a three-year period

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19th of August 2024.

The **first Penalty Notice** for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.

If a **second Penalty Notice** is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.

A third penalty notice **cannot** be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

If the penalty notice is not paid within the given period, the local authority with prosecute for the original offence to which the notice applies.

Attendance Matters			
Attendance during one school year	Equals approximate days absence	Which is approximately weeks absence	Which is approximately lessons missed
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11.5 weeks	230 lessons
65%	67 days	13.5 weeks	270 lessons

Punctuality Matters		
Minutes per day during the school year		Approximate number of days teaching lost in a year
5 mins	=	3 days
10 mins		6 days
15 mins		9 days
20 mins		12 days
30 mins		18 days