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**PUPIL LEAVE OF ABSENCE DURING TERM TIME**

Dear Parent/Carer

I understand that you have requested a pupil Leave of Absence Form to apply for holiday leave. The form you need to complete is outlined on the reverse of this letter. Before completing the form can I draw your attention to the details below regarding pupil absence during term time.

The Government recognises the importance of your child attending school for every session available to them and not taking time off during the school year for holidays. We are therefore asking you as parent/carers to avoid taking your child out of school during term time. Please value every day of your child’s education and take holidays only during the holiday periods.

The Government has introduced **PENALTY NOTICES** for Local Authorities to issue to parents who take their children out of school during term time. In line with Government recommendations, holidays will now only be authorised in exceptional circumstances **and benefiting from reduced holiday costs outside of school holidays is not considered an exceptional circumstance.**

Details of **the PENALTY NOTICES** are outlined below;

• A Penalty Notice payable up to **£120** fine.

• Prosecution under Section 444 (1) Education act 1996, where if convicted you may be fined up

to **£1,000.**

• Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up

 to **£2,500 and/or 3 months imprisonment.**

To ensure your child benefits from their full educational entitlement and to avoid getting a PENALTY NOTICE, you should only take holidays during the school’s holiday periods which are published well in advance.

Thank you for your support

JA Armstrong

Head Teacher