



St Francis of Assisi Catholic Primary School

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Leave of absence in term time

Dear Parent's

We are writing to remind you that Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as **unauthorised** absence in the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that you can be fined for your child's absence.

The issuing of Penalty Notices also relates to **any** unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide evidence of the absence such as a medical appointment card or prescription.

What happens if a Penalty Notice is raised against me?

- Payment of a Penalty Notice, if paid within 21 days, is £60. If you do not pay within 21 days the fine is increased to £120 and you have a further 7 days to make this payment in full.
- **Non-payment of a Penalty Notice within the total 28-day period can result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996 and could incur a fine of up to £1,000.**
- Please note that payments received after 28 days **will not** stop a prosecution but will be held against any associated court costs. The level of fine handed down by the Court in these cases is routinely £220 per parent with costs of £97, giving a total of £317 being payable by you (we will not know this for certain until the Court gives judgement).

If you are experiencing any difficulties that are affecting your child's attendance, please contact **Mrs P. Waddington** at **St. Francis of Assisi CPS** for support and information. Information is also available on <https://leedsforlearning.co.uk> Attendance Resources [Link](#).

DfE link to 'School attendance parental responsibility measures'

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf

