

What is a Penalty Notice?

The Anti Social Behaviour Act 2003 introduced legislation that made provision for the Local Authority to issue Penalty Notices. These Notices require a fine to be paid by parents/carers of pupils who have unauthorised absence from school.

If a Penalty Notice is issued you have 28 days from the date of issue to pay £50. After 28 days it will increase to £100. Failure to pay within 42 days will result in prosecution in the Magistrates' Court under Section 444 (1/1A) of the Education Act 1996 for failing to secure your child's regular school attendance.

Every school day helps your child enjoy and achieve

When you are planning your holidays try to take them when school is closed

Where can I get further advice on this matter?

Always contact your child's school first, as they are the only authority with the discretionary power to grant the exceptional leave of absence for a family holiday. You can also seek advice from:

Education Prosecution Service

Education Development Centre
South Leys Campus
Enderby Road
Scunthorpe
North Lincolnshire
DN17 2JL

Tel: 01724 297942



Education Prosecution Service



HOLIDAYS IN TERM TIME

may be cheaper but your child's education is priceless

52 weeks in a calendar year
39 weeks in a school year

Please consider the following facts if you are thinking of taking a holiday during term time:

- * While you are away for one week your child will miss approximately 20 hours of their education
- * If your child has two weeks holiday during term time and one week of illness during the school year they will miss 7.7% of their education in that year. If this pattern is repeated throughout their school life they would miss **33 weeks** of their education
- * Research shows that children taken out of school may never catch up on work they have missed. It may affect their exam results and the progress they make at school
- * Every school day counts if your child is to maximise their potential

Your Request:

If you decide to still make a request, it must be under exceptional circumstances, and for the purpose of one annual family holiday, you should:

- Collect a holiday form from your child's school, which must be completed, identifying what the exceptional circumstances are, and returned to the school at least two weeks' prior to the period of absence for which permission is being requested.
- Be a parent/carer with whom the child normally resides
- Agree not to make multiple or conflicting requests from separated parents or other relatives such as grandparents. **This will not be an acceptable reason to ask for additional holidays in term time**

The Decision:

The Head Teacher at your child's school has a discretionary power to grant **up to 10 days'** authorised absence in any one academic year for the purpose of an annual family holiday during term time in exceptional circumstances - **this is not an entitlement.**

The Head Teacher will consider:

- **The exceptional circumstances identified by you**
- **Your child's age**
- **Time and length of leave requested**
- **Your child's attendance record**
- **Key dates such as exams/tests**

The Head Teacher will inform you of their decision, which should be in writing.

Penalty Notices are issued to **all parents/carers individually for each child** taken out of school for an unauthorised holiday, this includes partners and any person deemed to have a responsibility to ensure the child regularly attends school, which can include grandparents and older siblings.

Example:

2 parents/carers / responsible adults
+
2 children with unauthorised holidays
=
4 Penalty Notices

If your child stays away from school for longer than has been authorised this will be recorded as unauthorised absence. In these circumstances the school is required to inform the Local Authority and a **Penalty Notice** will be issued.