

Dear Parent/Carer

**Re: Changes to leave of absence during term time as from 1st September 2013**

I am writing to inform you of the changes that the Department for Education has made to the Education (Pupil Registration) (England) (Amendment) Regulations 2006. These changes will affect any parent/carer who may be considering taking their child out of school for a holiday from 1<sup>st</sup> September 2013 onwards.

Currently, headteachers can grant leave of absence for the purpose of a family holiday for up to 10 school days per academic year, and over 10 school days in exceptional circumstances.

**As from 1st September 2013 Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Each leave of absence request will be considered on a case by case basis and the request will only be authorised where there are exceptional circumstances. If the leave is granted, the Headteacher will determine the number of school days a child can be away from school.

Parents who take their child out of school without authorisation could be subject to a £60 penalty notice per child, per parent from the Local Authority. The term 'parent' may include anyone whom the child lives with and who looks after the child such as a step parent.

From 1st September 2013 payment of £60 should be paid within 21 days or £120 within 28 days.

Non payment of the penalty notice could result in the Local Authority starting prosecution proceedings under Section 444(1) Education Act 1996. If found guilty, the Court could issue you to pay a fine of up to £1000.

If you have any questions regarding these changes please make an appointment to discuss.

Yours faithfully

**Headteacher**