

ST. AUSTIN'S R.C. PRIMARY SCHOOL

Heath Street. Thatto Heath. St Helens. WA9 5NJ

Tel: 01744 678000 Fax: 01744 678005

e-mail: staustinrc@sthelens.org.uk

website: <http://webfronter.com/sthelens/staustinsprimary>

Headteacher: **Mrs P. Wade** BA; PGCE; NPQH



Growing in Faith Together



08 October 2024

Dear Parents/Carers,

R.E. holidays during term-time

As a school we are closely monitored by the local authority regarding our attendance figures. Our school attendance is mainly affected with holidays taken during term-time which has a negative impact on learning and progress.

School have already informed all parents that from August 19th 2024 the law was changed and I can no longer authorise time off for holidays during term time unless there are exceptional circumstances evident. **Leave of absence** can only be granted in 'exceptional circumstances' and parents are expected to apply to school **in advance** (at least 2 school weeks) of a leave of absence by completing a leave of absence form, enclosing evidence of any 'exceptional circumstances'.

If your child/children has 10 sessions (5 days) or more of unauthorised absence within a 10 school week period, the Local Authority will issue parents with a Penalty Notice.

Penalty Notice fines are £160 to be paid within 28 days, reduced to £80 if paid within 21 days. If unpaid after 28 days, the fine is withdrawn. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1000.

If a second Penalty Notice is issued to the same parent for the same child within a rolling 3- year period the fine will be £160 with no option to pay the lower rate of £80. A limit of 2 Penalty Notices can be issued to the same parent for the same child within a rolling 3-year period.

At the 3rd or subsequent offence, the Local Authority will consider a prosecution or other Attendance Legal Intervention.

Please be aware that separate penalty notices are issued to each parent of each child.

Thank you for your continued support in ensuring your child/children attend school regularly.

Mrs P Wade
Headteacher

